

BOARD OF SUPERVISORS

Brown County



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HUMAN SERVICES COMMITTEE
Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, March 26, 2014

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of February 26, 2014.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. Review Minutes of:

- a. Aging & Disability Resource Center (February 27, 2014).
- b. Aging & Disability Resource Center Nominations and Human Resource Committee (February 18, 2014).
- c. Human Services Board (March 13, 2014).
- d. Northeast Wisconsin Family Care Board of Directors (January 29, 2014).

Human Services Department

2. Resolution re: On helping families move from homelessness to self-sufficiency. *Held for a month; also referred back from March County Board.*
3. Resolution re: Change in Table of Organization For The Human Services Department Social Worker/Case Manager.
4. Resolution re: Reclassification Of Positions In the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist)
5. Resolution re: To Accept Additional Funding For Human Services Child And Adolescent Behavior Health Unit.
6. Ordinance Amending Chapter 5 Human Services Program Section 5.06 Of The Brown County Code Entitled "Composition Of The Board".
7. Budget Adjustment Request (14-24): Reallocation of personnel services and fringe benefits to another major budget classification except contracted services or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.
8. Executive Director's Report.
9. Financial Report for Community Treatment Center and Community Programs.

10. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
11. Request for New Non-Continuous Vendor.
12. Request for New Vendor Contract.

Aging & Disability Resource

13. Budget Status Financial for January, 2014.

Health Department – No agenda items.

Syble Hopp School – No agenda items.

Veterans Services – No agenda items.

Other

14. Audit of bills.
15. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, February 26, 2014 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Evans, Supervisor La Violette, Supervisor Hopp, Supervisor Robinson,
Excused: Supervisor Haefs
Also Present: Supervisor Steffen, Supervisor Clancy, Rob Gollman, Judy Friederichs, Tim Schmitt, Jeremy Kral, Don Johnson, John Hager, UWGB students, other interested parties

I. Call Meeting to Order.

The meeting was called to order by Chairman Patrick Evans at 6:02 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 22, 2014.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Comments from the Public. None.

Report from Human Services Chair, Patrick Evans

Chair Evans welcomed a number of UWGB students to the meeting. These students have to write a report on the Human Services Committee meeting for a policy class.

Evans also reported that things are moving along nicely in the Human Services area. He has been contacted by the *Press Gazette* regarding a story they are doing on nursing homes and CBRFs. Evans had a nice conversation with the reporter and the article should appear in the paper soon.

Evans also indicated that the child support summit will be held on March 21, 2014 at 9:00 a.m. in the Phoenix Room at UWGB and all are welcome to attend.

1. Review Minutes of:

- a. Aging & Disability Resource Center (January 23, 2014).
- b. Community Options Program Planning Committee (January 27, 2014).
- c. Northeast Wisconsin Family Care Board of Directors (January 14 & January 21, 2014).

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to suspend the rules and take Items 1 a – c together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to receive and place on file Items 1 a – c. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 2. Communication from Supervisor Robinson re: Request that the Human Services Committee look into the travel reimbursement rate for County Sanitarians including discrepancies in these rates when compared with other County employees. *Referred from February County Board.***

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Public Health Sanitarian Marty Adams and Supervisor Bill Clancy addressed the Committee. Supervisor Robinson thanked them for coming and stated that this issue was brought up at the last County Board meeting.

Adams stated that his job entails traveling throughout Brown County to cover all issues that are related to public health and includes both private homes and public businesses which are licensed. For example, Van Ables in Hollandtown is a 25 – 30 mile trip one way. They also cover locations in Pulaski and other outlying areas. Adams uses his own personal vehicle for all of these trips. He stated that their contract previously allowed for reimbursement at the IRS rate, however, when the Governor decided that there would be no more contracts the mileage reimbursement rate was reduced to what the Board wanted to pay and that is where they are today. Adams continued that the Sheriff's group that had their contract approved recently are reimbursed at the IRS rate when they use their own vehicles during the day while employed with the County. Adams continued that what the officers are doing is basically identical to what he is doing. Adams gets calls to go out and inspect restaurants throughout the County after hours for whatever business he is called for.

Adams continued that he is now paid at 80% of the IRS rate and noted that all of the money comes out of the same pot. In other words, the taxes that he pays pay the Sheriff's Department group the IRS rate while the same taxes are used to pay him 80% of the rate. Adams does not think this is equitable or fair at all. He noted that he has been told many times to act more like private businesses. He drives to hundreds of businesses in the County every year to do business as part of statutes. If these businesses deliver food to Adams' office, they can deduct their business expenses at the IRS rate. He challenged the County Board to find one business that is not paid the IRS rate on their taxes.

Robinson asked Adams if it was his understanding that the Sheriff's Department is the only department in the County getting paid the IRS rate. Adams responded that the policy that is in place at this time is for contract people to get the IRS rate while everybody else gets whatever the County Board decides. He also stated that he does not have access to a County vehicle while other departments have access to these vehicles.

Adams continued that he pays extra for his insurance because he is driving his vehicle for business purposes. What he does is not his business but rather is the County's business.

Evans asked Adams if he has ever looked into writing off his mileage on his taxes and Adams responded that to have an exemption off his taxes he would need 2% of his income. Evans asked what Adams was looking for from this Committee. Adams responded that he would like to see that all employees who use their vehicles for County business be paid at the IRS rate so everybody is equally and equitably paid as it all comes out of the same pot.

Adams stated that this issue was brought up about six years ago and what was addressed at that time was out of County travel and more specifically it was management staff that took their vehicle to an occasional meeting out of County if there was no County vehicle available. There has not been anything written as to why the rate is at 80% of the IRS rate other than that people in Brown County do not have to sit in traffic jams so the cost of operating their vehicles is less. In response to this Adams stated that the cost of his vehicle is the same, the cost of insurance is the same, gas is the same and all other expenses are the same.

Hopp asked if this would need to be forwarded to the Executive Committee and Evans stated he would feel more comfortable if this was taken up by the Executive Committee.

Supervisor Clancy commented that he felt that fair was fair and he felt all employees who use their personal vehicle for County business should be paid the same rate.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to forward to Executive Committee with the support of this Committee to set all mileage reimbursement rates at the IRS rate. Vote taken.
MOTION CARRIED UNANIMOUSLY

Veterans Services

3. 2013 to 2014 Carryover Funds.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.

Health Department

4. 2013 to 2014 Carryover Funds.

Motion made by Supervisor La Violette, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. Update re: Odor Equipment.

Environmental Health Supervisor Rob Gollman and Health Department Director Judy Friederichs addressed this issue with the Committee. Gollman had been asked to investigate and report to the Committee on a device that measures odor, the Nasal Ranger.

The Nasal Ranger is a field olfactometer which dilutes ambient air with carbon filtered air and the measurement is determined by the number of dilutions required to reach a threshold where the odor would no longer be detectable by the user.

Gollman felt there were several problems with the Nasal Ranger. It is still a subjective measure and is based on the sensitivity of the individual using it. The individual puts the device up to their nose and breathes ambient air which would theoretically be the odor in the air. Carbon filters are then manipulated to get down to an air where an odor could not be detected.

After much research on this device, Gollman could not find any non-biased studies that supported its use, other than those sponsored by the manufacturer. In some reports that Gollman has read, the carbon filters are not capable of filtering certain compounds at certain levels. He stated that although he is not an expert on odor, it is his understanding that certain organic acids is what the major source of the odors are at Sanimax.

Gollman continued that some tests that he looked at show a 30% air in dilution factor which is based on a sniff rate. Another drawback of the device is the cost and Gollman noted that the Nasal Ranger costs approximately \$1,500 and also requires calibration periodically as well as maintenance and training. The Health Department does not have money budgeted for this instrument and he also noted the staff would have to share one instrument which brings up issue such as hygienic concerns because the instrument goes around the nose and seals to the face. The instrument would have to be kept at the Health Department which could add mileage costs and added time to response times. For all of these reasons, Gollman does not recommend use of the Nasal Ranger.

Robinson asked Gollman if he ran across any other devices in his research that he could recommend and Gollman indicated that he did not. He noted that these devices are generally used more in a lab or clinical setting under a controlled situation and those instruments actually use a fresh source of air rather than filtering air. Gollman stated that this is a very difficult issue and in researching the Nasal Ranger, he found that if you go online and try to do research on it, everything that keeps coming up is Colorado's use of this

device to quantify marijuana odors from grow operations and second hand smoke. He felt when it comes down to a legal defense, the Nasal Ranger would not hold rigorous attack because it is so subjective.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to receive and place on file.

Vote taken. Ayes: Evans, La Violette, Robinson Nay: Hopp. MOTION CARRIED 3 – 1

6. **Ordinance re: Amending Section 38(4)(2)(a)(ii) of the Brown County Code entitled “Public Health Nuisance” (Odor Complaints). *Held from November Human Services Cmte; Referred back from February County Board.***

Evans reported that this item was sent back to the Committee from the last full County Board meeting. He stated he had a discussion with Corporation Counsel Juliana Ruenzel at the last Board meeting as he felt that the Board had taken action on this item, however Ruenzel disagreed. Evans stated that two things have been done. Action has been taken on this item and a vote was also taken and for those reasons Evans did not agree that this needed to be on the agenda for this meeting. He felt it would have been appropriate to have this on the County Board agenda for next month and noted that the Human Services Committee has voted to change the ordinance from three to two complaints. This Committee has also had a discussion with the Sanimax Corporation who has agreed to come to this Committee and give quarterly updates. Evans also reported that he had an individual contact him who had been at Woodman’s and this individual felt that there was a strong odor there, however, the Health Department did not accept the complaint because it was a customer and not an employee.

Evans continued that this Committee could handle this item in a couple different ways. His suggestion would be that this be sent back to the County Board and say this is how we voted and this is what we discussed but Evans also indicated that it was requested that this item be sent to the Board of Health to be taken up at their next meeting.

Robinson felt that this seemed to be an either/or situation in that this would not be sent to both the full Board and the Health Board. Evans stated that the Health Board was advisory, and further he did not think the Health Board was looking at anything with regard to reducing the number of citations but rather wanted to have a discussion on the nuisance law itself and he thought that Corporation Counsel would be attending this Health Board meeting as well.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to send to the Board of Health. No vote taken.

Hopp questioned what would happen at the County Board meeting in light of the fact that this was being forwarded to the Board of Health. Evans responded that his understanding was that Chair Moynihan took this off the County Board agenda last month as it had been dealt with at the Committee level.

Supervisor Steffen wished to make several comments with regard to this. He is in support of reducing the number of complaints from three to two for several reasons. He felt that there was a subjectivity element to the evaluation process. It is Steffen’s understanding that Juliana Ruenzel has provided concerns regarding this. Steffen noted that sanitarians have been using the same method of valuation of odors for a number of years. He compared the subjectivity to law enforcement and noted that there is also quite a bit of subjectivity in the law enforcement area when it comes to things such as disorderly conduct and resisting arrest. The other piece that Steffen noted is that the available options seem to be to do nothing or everything including going to court, but he felt it would be possible to find a resolution somewhere in the middle.

Steffen felt that this comes down to some core principles: first, how much do we believe in property rights? Do we believe that our neighbors do not have the right to impose their will, whether it be through sound, odor pollution, etc. on other neighbors, especially when we are talking about an impact zone that is about a

mile radius? Other types of impacts being imposed on neighbors by imposing their will or action or inaction on other property owners are enforced all the time. Steffen felt that this was an issue for not only residents, but also for existing businesses and their employees. It is also retarding economic development in the Village of Howard. He noted that there are tens of millions of dollars of economic development that may or may not be affected by this at a very critical interchange. Second, what is the role of government? If the residents, existing businesses and future businesses cannot come to County government to seek relief for an issue that is impacting their lives in such a negative and consistent chronic fashion, where are they to go? Steffen is hopeful that the County can be mindful of the impact this is having on the people, businesses and property owners in the area. These people are looking for relief and help. Steffen pointed out that the Human Services Committee is made of members have run to serve the public. He is hopeful that the Committee will provide a little bit of thought and support in finding a solution.

**Motion made by Supervisor Hopp, seconded by Supervisor Robinson to amend the previous motion to include directing Corporation Counsel to research possible litigation options in regards to the Sanimax Odor issue and present those findings to a closed session of the County Board, committee as a whole at the March, 2014 County Board meeting; with discussion and possible action taken on such information. Vote taken. Ayes: Evans, Hopp
Nays: Robinson, La Violette. MOTION FAILED**

Hopp felt that this issue was being discussed at this meeting and will then go to the full County Board. He noted that out of the full County Board there was only one supervisor in attendance along with the Committee so this matter will be rehashed again with the full Board. His motion is not to say that the County is going to sue Sanimax or attempt to shut them down, it is more to find out what the legal options are and he noted that other municipalities have done this as well, some of which have been successful and others which have not. Hopp continued that we need to have some idea of where the County stands and he indicated that he did not think changing the ordinance from three to two will make a difference. He has consistently said that the only people who can solve this problem is Sanimax and he felt that the County was out of options. He did not feel that having Sanimax come on a quarterly basis and say that they are trying to get the odor issue resolved would actually result in having the issue resolved. He also noted that there are multiple municipalities throughout the United States and Canada that are in the same mess and every one of them are throwing their hands up in the air looking for solutions and there is one company that is subjecting the citizens of those municipalities to this obnoxious odor. Hopp noted that he used to live near JBS which also had an odor problem, but that problem was fixed and he felt the same could be done at Sanimax.

Hopp continued that he felt that this needs to be debated at the full County Board after allowing Corporation Counsel enough time to look at different options and lay out before the Board what the options would be with regard to litigation as Hopp feels like litigation may be the only remaining option. He noted that he does not want to commence litigation and have the taxpayers spend money on it, but there are businesses in the area of Sanimax that are feeling the pain financially for the stench. He noted that he has been made aware that one company is now allowing employees to burn candles at their desks to help alleviate the stench. Others are not charging employees with sick days when they have to go home due to the stench.

Hopp went on that changing the ordinance from three to two complaints is not going to change things. He would like to have the debate on the Board floor and find out what the options are because the County Board needs to garner some intestinal fortitude and take a giant step forward and say they are going to take care of this and do whatever has to be done or continue to try the feel good things and let Sanimax keep doing their thing. Hopp hopes that the Committee will support this motion and let it be discussed by the full Board.

Robinson took issue with some of the things that Steffen said with regard to concern for the people that live in the area. It seems to Robinson that the easiest thing to do would be to lower the complaints from three to two and then forget about it but he felt that there is a general consensus that this would not make much of a

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difference and for that reason he disagreed with Steffen's characterization as to how to approach this. Additionally, Robinson felt that using property rights would be a slippery slope to use as a criteria. He felt that the fact that the smell is a problem and the facility predates the residences and the businesses around there makes it a slippery argument. Robinson does agree that something needs to be done and that the odor is unacceptable and he felt that the best argument for doing something is that something can be done. Robinson and Gollman had a previous conversation and Robinson's sense from that conversation was that something can be done and it has been done before with JBS. Gollman agreed with that but noted that the odor would not be eliminated completely. He believed that the problem with Sanimax is that they process older, aged organic materials which have a higher concentration of organic acids which is where he believes the problem comes in. Gollman said this was a difficult issue to deal with, but it was not impossible to deal with. He felt that the measures that JBS took could also be applied at Sanimax. Gollman continued that although he is no expert on this, he felt that measures could be taken to significantly impact this issue, but he felt this would come from a corporate philosophy to do so.

Robinson continued that everybody agrees that this is a problem that needs to be dealt with and that it is fixable based on what Gollman has said and what he has seen with other companies, although he acknowledged that it was not 100% fixable. He stated that if it is in fact fixable, then it takes the will to do it. That can come from several different ways including external pressure or internal decisions. The Committee has heard of problems Sanimax is having in other communities which would indicate that there is not corporate will to get this done. Robinson noted that he voted against lowering this from three to two because he felt that measures were being taken to correct this issue, however, now that he has heard that this problem is happening in other communities and the problem is continuing, he is not as satisfied as he was at one point. Robinson stated this is not a reflection on the local management as much as it is on the corporate philosophy because it is a systemic problem and needs to be approached systemically. He is leaning towards supporting Hopp's motion because it does not commit the County to any action but rather lays out the options.

Robinson continued that an additional approach may be to see if we could arrange a meeting with representatives including legal counsel with the three communities that are being affected by this issue in the upper Midwest to lay out what is going on at each of the places and coordinate efforts to get it resolved. He did not feel that doing this on an isolated basis is getting results, but coordinating efforts with upper management rather than just the local management might be helpful.

Gollman commented that the sanitarians respond to many different types of odor and his fear is that by going from three complaints to two, it could impact individual and businesses other than Sanimax. Robinson interjected that this conversation was had when this issue began and he asked the question at the time, under this lower ordinance, if it would affect anyone else based on recent past history and the answer was no. Robinson continued that his reason for voting against the three to two before was for two reasons. First for the reason that Corporation Counsel did not think it could be enforced and secondly because he thought that local Sanimax management was making a good faith effort with regard to this problem. He is now having less faith on the corporate level than he previously did.

Hopp stated that he does not have any ill will towards the local management of Sanimax. Although Hopp had doubts in the beginning, he now honestly believes that locally Sanimax does understand and he does feel that this is a corporate philosophy. Hopp continued that he talked to Mr. Muldoon from Montreal who met with Tony Gallasow and got the same song and dance. Hopp stated that this is not necessarily about what the local management is doing but indicated that support from the organization as a whole is needed and it is obvious that this is not present. Hopp would like to see this issue go before the full County Board as a whole.

Evans appreciated what Steffens said and indicated that he agreed with it. Evans also stated that he felt that Don Johnson is doing what he can do but felt that he was probably limited at the corporate level. Evans stated that he has spoken with the group from Montreal and they did express that they were being lied to at

the corporate level. Evans referenced the problems that are now present in De Forest and what is interesting is that the Sanimax group was not reporting properly what their discharges were and then they went back and said that they should pay it and this was not the best way to do business. Evans considered it to be unethical. Evans continued that the issues he has are that the District Attorney should be enforcing the citations and he is not. Evans was told by the DA that he was not sure that he wanted to enforce the citations due to the fact that Sanimax was spending a lot on legal fees and Evans was not happy about that. The DA also advised Evans that he was busy and had a high work load.

Evans continued that he does not like the idea of saying that Sanimax predates anybody that has been in the area. He felt this was a weak argument and in fact spoke with one constituent who was insulted by that as he had been there for 50 years. Evans noted that Sanimax is not the same company that was purchased from Animax. Evans continued that the naiveness or insulting manner to say that even it was there and it was the same massive multi hundreds of millions of dollar organization that was there 50 years ago, an argument could be made that because they produce a noxious odor and because they were there and they have always done it, even though they do not own the property around them, then no one should be allowed to build and there should be no development. Robinson stated that that was not what he was saying and Evans acknowledged this but continued that there are people out there who felt that way. Evans stated he would not support any litigation but he does support the motion made to have Sanimax come to the Committee and give a quarterly update. After a year's worth of updates if nothing has changed and there are records to support this, at that time he would like to get some information on litigation. Evans stated that he has spoken with those in Montreal and there is a group of council members that are looking at taking Sanimax to court. Evans also found it interesting that Corporation Counsel dealt with Grantech and was the attorney of record and therefore Evans felt she could have good insight on what she feels is important. Hopp stated that all he is asking for at this time is information and Evans stated again that he was not in a position to support any litigation and he felt that Sanimax in Green Bay is working in good faith on this matter.

La Violette stated that everyone is always concerned about spending tax payer dollars, but when we ask staff to do all this research, it costs taxpayers big bucks. She is also confused about the request and asked if the intent was to look for legal advice on legal options for the local people or for the entire corporation. Hopp stated that it would be taking on the corporation. He noted that this is a request for information and he fully expects that there will be discussion on this and there are people on the Board that are asking for a \$10,000 first fine and noted that anything is possible when it comes to the Board.

Robinson stated he can understand Hopp wanting to get something done at the March meeting but wonders if it would be productive to have a discussion with all 26 Board members without a concrete proposal in front of them. Perhaps it would make more sense to ask Corporation Counsel to bring information to this Committee and then craft a proposal which is then sent to the County Board.

Hopp felt this was going to be a long, drawn out conversation no matter when it is done. Robinson agreed and stated that he felt a concrete proposal should be made to direct the conversation at the Board level. Hopp reiterated that this is simply a request for information and does not automatically mean that the County will sue. Robinson said he is not assuming that, what he is assuming is that there will be 26 ideas of what should be done which will lead to a long drawn out and possibly unproductive discussion. He does not disagree with gathering information from Corporation Counsel, but he does question the process.

Robinson also wished to clarify the comment about the community growing up around the plant. His point is not that they do not have a legitimate complaint. He is saying that if you argue on the point of property rights, that conversation could go a lot of different ways. He does not want people to think that he is saying that this is okay because some form of this company predates.

Steffen felt that someone has the right to enjoy the use of their property regardless of the neighbor. Robinson stated that Steffen is also arguing about businesses and Sanimax is a business too. Steffen does not

understand why the point was brought up that Sanimax has some sort of greater property rights. Robinson stated that that is not what he said.

Evans stated that he would support gathering information. He noted that Supervisor Van Dyck had an interesting communication that Sanimax move their plant and he later withdrew this communication.

Friederichs commented that if this is going back to Corporation Counsel there was another issue that needed to be clarified. She continued that she had received a call from the DA about a month ago and the DA indicated the he did not feel this issue really belongs in the DA's office and he had called the Office of Justice Assistance who agreed with him. The DA was going to talk further on this with Corporation Counsel.

La Violette stated she agreed with Robinson with regard to the process. She felt that discussing this at the full Board meeting could become a free for all whether discussion on different legal options was discussed in either closed or open session. She would prefer to have this come back to this Committee to be flushed out and have something concrete for the full Board to discuss. Evans agreed that he does not like doing Committee work at the Board level but he would support the motion. Robinson also stated that he would support the motion.

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Attorney John Hager representing Sanimax addressed the Committee. He wanted to clarify several things for the record. First it was never stated either to this Committee or to the full Board that Sanimax was there first. He takes offense to this insinuation as they never said it and that is not the approach they are going to take. Hager continued that they have also had some very productive conversations with DA David Lasee and with regard to the insinuation about the amount of legal fees, they have the right to defend themselves against an ordinance that they see as problematic and they will continue to have that right.

Hager continued that he was of the impression that they did not need to be at last week's County Board meeting as the motion had been passed for Sanimax to report quarterly to this Committee. He also agreed that they have talked previously at this Committee that reducing the number of complaints from three to two is not going to make a bit of difference. The idea is that they want the opportunity to address the problem and this is what they have done. He continued that the number of verified complaints and the severity of the complaints has gone down and they are doing a better job and there are statistics to back it up.

Hager continued that they found out about 1:00 pm on Sunday that there was going to be a report on the 9:00 pm news that Sanimax was going to move. Hager felt that discussions should have been had with Sanimax and they should have had the chance to comment on this. He felt that Van Dyck did the appropriate thing at the PD & T meeting in withdrawing the communication.

Hager had the County Board unofficial minutes from the prior meeting which state there was a deletion of the reference under resolutions and ordinances on the February County Board and under that the direction was to accept that Sanimax come and give progress reports on a quarterly basis.

As far as the litigation issue brought up tonight, he is not sure where that will go. Their approach is a good faith effort to try and deal with the odor. They have never said that they will be perfect and eliminate odor, but they have the best technology out there and there is proof that the number and severity of complaints has been reduced and therefore they know they are doing a better job. Hager also stated that they have to not lose sight of the fact that every pound of material that is not processed by Sanimax will be sent to the landfill. It is unfortunate that there is a little residuary odor, but the fact that Sanimax is not doing everything is inaccurate. They are doing everything they can and they want to continue to work with the County Board. He noted that it has been voted to change the number of complaints from three to two which is generally

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recognized not to attack the problem, and he does not know if they can take what was approved at the September meeting which was not handled at the October Board meeting due to the problem of proper notification but he felt if you look back, no less than 18 supervisors talked to the issue. He felt that if a vote was taken that night the vote would have been to keep it at three. There are crazy statistics given out including that this odor problem affected 15% of Brown County, however, Sanimax feels this affects about 2% of Brown County. Hager would like to see a level playing field and they will continue to do what they can.

Hager continued that it was passed by this group in September to change the number of complaints from three to two and not acted on by the Board in October. Evans pointed out that Hager is the one that said it could not have been voted on earlier. Evans stated that Corporation Counsel said it needed to be on the County Board agenda and Evans did not want it to be on there.

Hager asked how they were expected to deal with the issue when they did not know what was going on and Evans suggested that he contact Corporation Counsel. Hager stated they will go and argue again and mentioned how they had to go in defense mode when they heard that the plant was going to move to Southern Brown County when they knew nothing about it. He stated they are willing to do anything they virtually can but did not think they could react and continue with a collaborative effort with the County when they do not know what is going on.

Hager also noted that the other thing to keep in mind is that this ordinance does not just affect Sanimax but is a County wide ordinance that can affect other individuals and entities. He felt that that Sanimax has been put in a tough position because they want to continue to do everything they can, but there is a limit as to how much they can do and how much they can spend. Hager would like to know what it is they are trying to be accomplish at this meeting and felt that going back to the County Board next month to vote on going from three to two, would result in a crazy free for all. He indicated he agreed with Robinson and La Violette that some sort of proposal should be made at the Committee level and then provided to the full Board.

Hager encouraged the Committee to get back to the collaborative effort that they previously talked about and if they sit here a year from now or two years from now or longer and are in the same boat, then it will be harder to keep coming back. Sanimax would rather spend the money on fixing the problem than on paying lawyers.

With regard to the facility in Green Bay, Hopp asked if where the trucks come in to dump is now enclosed and Johnson stated that it was and that is where the reverse negative pressure with the charcoal filters are. It has been that way for the last two or three years. Hopp apologized for putting Johnson on the spot but asked why the corporation would tell the people in Montreal that that same exact solution would work when we know full well in Green Bay that it does not solve the problem. Johnson stated that Hopp was confused but Hopp disagreed and stated again that Montreal was told that if the bays were covered the problem would be solved, even though Sanimax knew that would not solve the problem yet they sold the people in Montreal basically on the idea and people backed off even though they knew they were putting in place something that did not work.

Hager stated they were not in a position to comment what is going on at facilities other than the Green Bay facility. All they can do is deal with the local facility. Hopp wanted to make it very clear that the Committee appreciates the actions that have been taken to date and does believe that they have a vested interest in making sure that the air that they put out is as clean as it can be. He has a real good suspicion that at a corporate level the local hands are tied and that is why we are not seeing action. The fact that we are seeing the same thing in a number of municipalities blows his mind.

Hager responded that the two million dollars that have been spent in Green Bay comes from corporate and there has been corporate involvement with what is going on. Hopp felt it was easier to spend \$2 million dollars every eight years than to spend \$15 - \$20 million dollars in one year. Hager did not know what the

numbers are but Hopp stated that the way things are being done presents the idea that they are simply doing what they have to to stave off the problems until the issue goes away again. Hager responded that what started this whole issue was in 2012 they had plans to take the roof off the building and then we had a very warm March and April and this is what has started this whole thing but it has gotten better since then. Hager continued that Sanimax would love the opportunity to have discussions where they can exchange ideas to fix this problem in a different setting than a Board meeting. Sanimax is not about to hide what they are doing and intends to be as transparent as they can be. Hopp asked if the best technology available was in place in Green Bay. Johnson answered that he was confident that it was.

Don Johnson addressed the Committee. He stated that the RTO is the best available current technology there is. They have tried some other things in the past that burned them. Johnson continued that what they have implemented has had a huge impact. He stated that they have changed the air flow and the chemistry has to keep up with this and they have made significant progress last year in reducing the odor radius and intensity.

Johnson continued that as stated in the County Board minutes, the path going forward should be for Sanimax to continue to report to this Committee on a quarterly basis. He offered to have the owner of Sanimax come to a meeting to sit down the Committee and talk and explain the corporate philosophy. The Committee agreed that this was a good idea and they would like to see it happen. Johnson acknowledged that there is still odor, but the litigation is ludicrous from every avenue. He would like to bring this back to reality and if the Committee has questions with regard to the corporate philosophy and integrity he will bring in the owner to explain as he indicated above.

Hopp asked how Johnson can defend what is going on in the other municipalities. Common sense tells Hopp that there is a corporate philosophy problem when every single municipality Sanimax is in has a problem. Hopp encouraged the owner to be brought in so they can have a corporate policy talk. Johnson stated there were a number of municipalities that did not have problems, although Hopp disagreed with some of them.

Steffen asked Hager when Sanimal purchased Sanimax and Hager responded that in 2005 Sanimal purchased Sanimax. Hager stated that they have been in business for 131 years. Steffen asked Hager if he could feel the "we're going to sit down and work with you" mentality. The representation that Steffen is providing his residents as well as the entire Village who supported him and wanted him to come as a representative of the Board. Steffen continued that he felt we should take up the generous offer of having the owner come to the meeting but he also wanted Sanimax to feel the tenor of what is coming its way and that will help understand why things have not been done in the last decade.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Evans explained again what he was told by Corporation Counsel. He was advised that the Board never dealt with the odor ordinance as it was voted on by the Human Services Committee. Evans felt that it was dealt with by having Sanimax come back to report on a quarterly basis. Corporation Counsel said it had to be back on the agenda for the Board meeting and Evans felt it did not have to come back to this Committee. At this time the motion on the floor was re-read.

Robinson indicated that he was disappointed at the tenor of the conversation all around. Robinson previously stated that he would be in support of the motion, however, he has changed his mind after hearing Johnson offer to bring the owner of the company in and address the Committee. Robinson will not vote for the motion but he would still like to see this dealt with at the Committee level and he would like to see the owner come in and address the Committee prior to having a conversation and he would think that getting some legal options prior to that may be a good idea. He wanted to know from Johnson when he felt the owner could come and Johnson responded that he felt he could come sometime within the next three to four months.

Hopp stated that he will pull this at the County Board and he would appreciate support of the motion so when they get to that point Corporation Counsel has had the opportunity to dig into this.

La Violette again questioned the process and asked if the Committee has the authority to direct Corporation Counsel to provide legal options and then have it on the County Board agenda?

Motion by substitution made by Supervisor Robinson to amend Supervisor Hopp's motion to ask Corporation Counsel to bring the same information regarding legal options to the March Human Services Committee meeting. No second.

Human Services Department

7. **Resolution re: On helping families move from homelessness to self-sufficiency. *Held for a month.***

Robinson stated that this is still in process and he would ask that it be held for one month.

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. **Resolution re: Change in Table of Organization Health Department – Health Aide.**

Motion made by Supervisor La Violette, seconded by Supervisor Robinson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. **Budget Adjustment Request (13–135): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor La Violette, seconded by Supervisor Hopp to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. **Budget Adjustment Request (14–13): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Executive Director's Report.**

Human Services Executive Director Jeremy Kral provided the Committee with a written Director's Report which was contained in the agenda packet. Robinson asked for information with regard to staff changes at the CTC but Kral stated that he would rather not discuss this in open session. Kral stated that both vacant positions have been approved for hire and are currently listed on the website and open for applicants.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Financial Report for Community Treatment Center and Community Programs.**

Finance Manager Tim Schmitt indicated that he had provided a written report which was contained in the agenda packet. A brief discussion was held with regard to end of the year figures and Schmitt noted that the year has not been closed as of yet and the numbers contained in his report were forecasted numbers.

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Statistical Reports.**
- a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.

Motion made by Supervisor Robinson, seconded by Supervisor Hopp to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Request for New Non-Continuous Vendor.**
Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Request for New Vendor Contract.**

Motion made by Supervisor Hopp, seconded by Supervisor La Violette to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Aging & Disability Resource – No agenda items.

Syble Hopp School – No agenda items.

Other

16. **Audit of bills.**

Motion made by Supervisor Robinson, seconded by Supervisor La Violette to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Such other Matters as Authorized by Law.**

Motion made by Supervisor La Violette, seconded by Supervisor Hopp to adjourn at 7:55 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

February 27, 2014

PRESENT: Tom Diedrick, Steve Daniels, Pat Hickey, Lisa Van Donsel, Marvin Rucker, Larry Epstein, Barbara Robinson, Joan Swigert, Keith Pamperin, Melanie Maczka, Beth Relich, Lori Rasmussen, Corrie Campbell

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, Diana Brown with N.E.W. Curative, Lisa Steffen with N.E.W. Curative, Steve McCarthy with N.E.W. Curative, Mike Duschene with Aspiro

The meeting was called to order by Chairperson Diedrick at 9:00 a.m.

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: ADRC Staff and guests introduced themselves. Mr. Diedrick thanked Aspiro for inviting us to hold our meeting at their facility.

ADOPTION OF THE AGENDA: Ms. Van Donsel/Ms. Swigert moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF January 23, 2014:

Mr. Pamperin/Mr. Epstein moved to approve the minutes of the regular meeting of January 23, 2014. **MOTION CARRIED.**

FINANCE REPORT:

A. REVIEW AND APPROVAL OF JANUARY 2014 FINANCE REPORT: Ms. Bowers reported that January's Income Statement (enclosed) is uneventful.

Ms. Swigert/Ms. Relich moved to approve and place on file the January 2014 Financial Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Ms. Bowers distributed copies of the Aging & Disability Resource Center of Brown County Donations Memorial/Restricted Report. She gave an overview of the December 31, 2013 Report reviewing the Beginning Balance Column, the Restricted Additions that were added throughout the year, the Total Restricted Donations, any Restricted Purchases from those funds and the Net Restricted Donations. She explained that the last column, Net Restricted Donations of the December 2013 Report will also be the Beginning Balance Column of the January 1, 2014 Report.

Board Members reviewed the January 2014 Restricted Donation Report. The total addition for the month of January, 2014 was \$10 for the Fishing Club. Ms. Bower noted that these funds will be used to benefit that club. Mr. Pamperin, a participant of the Fishing Club, described to the board some of their outings and social activities.

Ms. Campbell/Ms. Hickey moved to approve the Restricted Donations for January, 2014. **MOTION CARRIED.**

C. PRELIMINARY NET ASSET REPORT: Ms. Bowers noted that there was nothing further to report on the Preliminary Net Asset Report since last month; and when the audit is complete, we will review the final Net Asset Report along with other audit documents.

SHELTERED AND INTEGRATED WORK PANEL: ASPIRO, NEW CURATIVE: Mr. Duschene began by presenting the background of Aspiro. In 1957 this organization was established as the Brown County Association for Retarded Children. A few years later the name was changed to the Brown County Association for Retarded Citizens. Once again, in 2003 the name was changed to Aspiro, a

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Latin word meaning to reach or climb towards something which fits in with their mission *"To help people reach their full potential"*. Mr. Duschene noted that although in the beginning their focus was on sheltered work (pre-vocational), in the early 80's they also began to focus on supportive employment (working out in the community) for their clients. Aspiro serves 1200 clients a year and is known for its' CRP (Community Rehabilitation Program); however, they also serve clients through respite, citizen advocacy, a positive parenting program and recreational services. They have placed 776 people in community based jobs, but also provide sheltered work for those who are unable to go out into the community.

Mr. McCarthy, with N.E.W. Curative, noted that Curatives' origins were also in the mid 1900's. Curative's primary focus is on providing services to older adults and their caregivers, people with disabilities, and employment services within their Community Rehabilitation Program. He explained that the intent of the sheltered workshop (pre-vocational) is to provide not only job skills development but also to provide an environment where people could interact with their peers, feel a sense of belonging, while actually earning a wage. Wages earned are based on the productivity of each employee (commensurate wage).

Mr. Duschene shared an educational video created by Aspiro with the support of N.E.W. Curative, Eastshore Industries in Algoma, and Sunshine House in Sturgeon Bay that they could be used as a tool to educate how commensurate wages are determined within Community Rehabilitation Programs.

Discussion ensued between the ADRC Board, Mr. Duschene, Mr. McCarthy, Ms. Steffens, and Director of Employment & Training for N.E.W. Curative, and Ms. Brown, Vice President for Program Services at N.E.W. Curative highlighting the pros and cons of the Community Rehabilitation Program (CRP) Model:

Pros	Cons
CPR's offer choice of working in the community or in the sheltered workshop	Increasing the minimum wage would require CRPs to pay participants at this rate for any Federal contracted job- it would cost billions of dollars across the country
CRPs are the best model currently available for giving all people with disabilities employment experience	CRPs, it is argued, are not real world employment experiences for people with disabilities
CRPs provide the opportunity to build skills to go out into the community	CRPs fill an important role for those who have been unsuccessful in community work. Concerns are that folks never leave pre-vocational settings once they are working there
CRPs teach work rules, how to be part of a team, how to use a time clock, how to handle conflicts, or when it's okay to call in sick, etc.	It is argued, that if all pre-vocational settings were closed everyone would have the opportunity to get a job
CRPs offer a supportive work environment where individuals can be with their peers, feel included, and really participate on a team	Some people want a "One Size Fits All"

Mr. Duschene stated that should CRP's not be available, many adults with disabilities would be sitting home alone. Other points of discussion included how automation and foreign competition create challenges for the work CRPs do, how contracts work, education is needed for parent about the choices for employment, the need to continue to be proactive in promoting vocational education at the high school level, the need to continue to educate employers, and the fact that Wisconsin, including Aspiro and N.E.W. Curative, are considered the leaders in Community Rehabilitation Programs. Discussion also touched on the impact Family Care will have on CRPs. Mr. McCarthy noted that it is

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our hope that by being a good, strong partner and making sure our vision is well aligned with the MCO (Managed Care Organization), there will be limited negative impact. The focus will be on helping people achieve their goals within the community. Mr. Diedrick noted that this is an issue that the ADRC Board will need to keep discussing as Family Care gets closer.

Mr. Duschene concluded by inviting those attending today's meeting to tour Aspiro's facility at the close of the meeting.

NOMINATIONS AND HR COMMITTEE REPORT:

- A. **ELECTION OF SLATE OF OFFICERS:** Mr. Diedrick reported that the Nominations and HR Committee met last week to prepare a slate of officers to present to the full board. The Committee is recommending that Mr. Diedrick remain in the position of Chairperson, Ms. Robinson for Vice Chairperson, Ms. Hickey for Secretary, and Ms. Relich for Treasurer. Mr. Diedrick asked three times for any other nominations for any of the positions from the floor.

Mr. Pamperin / Ms. Campbell moved that if there were no other nominations, the nominations be closed and a unanimous ballot be cast for the nominees selected. There was concern expressed regarding using the word "unanimous" in the motion at this time. Mr. Pamperin / Ms. Campbell amended the motion removing the word "unanimous". **MOTION CARRIED.**

Mr. Diedrick thanked Mr. Pamperin for his past years serving as Vice Chairperson. Mr. Pamperin expressed the importance of having someone serve as Vice Chairperson who can continue to work with the Chairperson and possibly move into that office when the Chairperson's term is up as Mr. Pamperin's term will end at the same time as Mr. Diedrick's. Mr. Diedrick explained that the Nominations & HR Committee will be addressing options for bring in individuals so terms are staggered to avoid the turnover of a full slate of officers at one time.

- B. **PROPOSED POSITIONS APPROVAL FOR 2014:** Mr. Diedrick noted that the Nominations and HR Committee also discussed the three new proposed positions included in the packet, Prevention Assistant, I&A Team Lead, and Maintenance Assistant. Ms. Christianson gave a brief overview (enclosed) of each position. She drew board members attention to the ADRC Organizational Chart (enclosed) as well as the buff sheet (enclosed), which depicts the potential cost and funding available for these positions. Ms. Christian reminded board members that typically these positions would be added during our budget process; however, late in the year we received the last allocation of ADRC Funds to prepare for Family Care. The ADRC also received additional Older American's Act funds based on our population growth. Since these are funds that must be used for ADRC development, we reviewed areas where additional support is needed.

Ms. Campbell/Mr. Pamperin moved to approve adding a Prevention Assistant, an I&A Team Lead, and a Maintenance Assistant to the ADRC Organization Chart as described. **MOTION CARRIED.**

DIRECTOR'S REPORT:

- A. **TRUE NORTH AND REVIEW OF AGENCY GOALS AND OBJECTIVES/COMMITTEES:** Ms. Christianson referred to the ADRC Committees & Taskforces for 2014 enclosed. She noted that the ADRC is a team based agency. In January our staff and committee chairs come together as a larger group to review their goals and objectives for the purpose of seeing how these goals relate to our agency's larger goals and the True North vision.
- B. **211/CRISIS CENTER/ADRC YEAR END REPORT:** Ms. Christianson generally does a combined Year End Report on 211, the Crisis Center and United Way. United Way is moving their offices and has not been able to provide Ms. Christianson with their narrative so her report was tabled until next month.

- C. UPDATE ON DEMENTIAL SPECIALIST RFP:** Ms. Christianson had hoped to have the RFP for the Dementia Specialist; however, it has not arrived at this time. She noted that she has been working with Ms. Brown and other community partners on creating a Dementia Capable Community. Ms. Brown noted that Options for Independent Living, N.E.W. Curative, and the ADRC has just put in a collaborative grant request to the Greater Green Bay Community Foundation. We are calling it "SOS for Dementia Care". This will be a 2-year grant or \$200,000 and our goal is to have money available to purchase technology and adaptive aides that will help families and caregivers of people with dementia remain at home longer.
- D. ADDLIFE MODERNIZATION SURVEY:** Ms. Christianson reported that the ADRC has begun to meet internally to discuss modernizing our site at 300 S. Adams. This is a State & National Initiative to modernize Nutrition Sites and AddLIFE Centers. We will be looking at options for a café model, a cyber café model, a library look, a café bistro type look creating an inviting atmosphere for our dining site area, our atrium and also giving our bathrooms a facelift. Ms. Christianson distributed an AddLIFE Modernization Survey we will be using to obtain feedback from people out in the community. She asked board members to complete a survey in order to get their perspective and encouraged them to distribute them at any functions or meetings they might be attending. Ms. Relich offered to take surveys to a Special Olympics event which would be a wonderful way to reach the disabled population. Ms. Christianson will bring back to the board a package of costs and budget requests when that information is available.
- E. GWAAR: SELF-ASSESSMENT:** Ms. Christianson drew board attention to the GWAAR Aging Unit Annual Self-Assessment Document enclosed in the packet. GWAAR is one of our funding streams and this self-assessment is linked to our 3 year aging plan. This document reflects the progress with our goals and Ms. Christianson requested board approval for its submission.

Ms. Relich/Ms. Van Donsel moved to approve the GWAAR Self-Assessment Report. **MOTION CARRIED.**

FAMILY CARE UPDATE: Ms. Christianson reported that there has been some shifting of the Northeast Wisconsin Family Care District where Rolf Hansen has been the CEO. Recently a decision was made that the Board of the Northeast Wisconsin Family Care District will work with the Lakeshore District (Winnebago, Fond du Lac, and Manitowoc) to collaboratively put in a bid to be the Family Care Provider for this region. This is not an official merger ; however when the RFP for the state comes out, they want to be in a better position, working with more counties, and a current MCO (Managed Care Organization) that may have a strong infrastructure in place.

Discussion ensued. Ms. Christianson noted that it has become a very competitive environment and until the bid process is completed, we must be careful not to give any MCO an advantage by responding to requests for meetings or information unless we provide the same opportunity for all MCO's who may also be submitting an application.

LEGISLATIVE UPDATES: Ms. Van Donsel encouraged those present to vote in the spring elections and on April 1.

ANNOUNCEMENTS:

Ms. Ropson shared with the board that the ADRC has joined the Meals on Wheels Association and we will be participating in the March for Meals Program this year. On March 17th we will be showcasing our Meals on Wheels Program and our volunteers. We have invited Executive Streckenbach and Mr. Eric Gengrich to say a few words that morning at our 331 Adams location and deliver a meal themselves. We have also extended an invitation to local, state, and federal legislators and the media to participate. Ms. Ropson distributed a flyer announcing this event and invited board members for their support.

Ms. Swigert announced that the movie "In Equality for All" will be shown at the Dem Office on Chestnut St. this evening at 7:00 p.m.

NEXT MEETING: The next ADRC Board of Director's Meeting is scheduled to be held on March 27, 2014 at the ADRC beginning at our regular time of 8:30 a.m.

ADJOURN: Ms. Maczka/Ms. Hickey moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
NOMINATIONS AND HUMAN RESOURCE COMMITTEE MEETING

February 18, 2014

MEMBERS PRESENT: Beth Relich, Keith Pamperin, Lisa Van Donsel, Tom Diedrick, Ms. Swigert

ALSO PRESENT: Devon, Christel, Debra, Arlene

The meeting was called to order by Chairperson, Diedrick at 4:33 p.m.

ADOPTION OF AGENDA: Ms. Relich/Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF December 10, 2013: Mr. Pamperin/Ms. Relich moved to approve the minutes of the December 10, 2013 meeting. **MOTION CARRIED.**

PROPOSED SLATE OF OFFICERS: Mr. Diedrick reported that the proposed slate of officers have been contacted and have agreed to serve in the following positions:

- A. CHAIRPERSON – TOM DIEDRICK:**
- B. VICE-CHAIRPERSON – KEITH PAMPERIN:**
- C. SECRETARY – PAT HICKEY:**
- D. TREASURER – BETH RELICH:**

Mr. Diedrick asked three times for any other nominations from the floor. There were none. Ms. Van Donsel/Ms. Swigert moved to approve the slate of officers as listed on the agenda and present it to the Board. The Committee raised concerns regarding Chairperson Diedrick's and Vice Chairperson Pamperin's terms expiring in the same year-January 1st, 2015. Discussion ensued regarding strategies to address the board members' terms and the possible need to stagger the completions of terms to avoid large numbers of vacancies at the same time. The committee discussed options for mentoring members into the Chairperson's position. Mr. Pamperin offered to vacate the Vice-Chair position in order to support the succession to a new Chairperson in 2015. The committee directed Ms. Christianson to explore current board member's interest in stepping into the Vice-Chair position prior to the February 27th ADRC Board meeting. The discussion regarding recruitment of additional board members was requested to be held to the last agenda item for the meeting.

Ms. Van Donsel/Ms. Swigert moved to amend the motion to modify the proposed slate of officers by removing Mr. Pamperin's name from the position of Vice Chairperson, leaving that position vacant at this time. **MOTION CARRIED.**

POSITION REQUESTS AND JOB DESCRIPTIONS: Ms. Christianson drew committee member's attention to the job descriptions of three potential positions (enclosure). She explained that in the past in order for us to request new positions outside of the regular budget process, we have followed the County process of filling out forms, going to the County Human Resources Department, to the Human Services Committee of the Brown County Board of Supervisors, to the full County Board, and then it would come back to the ADRC Board for a final vote. County Executive Streckenbach's philosophy has been that we are our own entity. We have the privilege of using the County's HR Department for legal advice/support and for point factoring for class and compensation, but the decision on these positions is that of the ADRC Nominations and Human

Resources Committee and ADRC Board of Directors. The County's HR Department has point factored these salaries, reviewed the job descriptions. Following ADRC Board approval, we will notify them of any additional positions added to our table of organization during the budget process. She reminded committee members that in late September we received the last allocation of ADRC Funds to prepare for Family Care. In reviewing areas that still need additional support, we are proposing the addition of the following positions in 2014:

- A. PREVENTION ASSISTANT:** This position would be a part-time position to support Ms. Michael's with the planning and development of our wellness and prevention programs. We will be adding an additional evidenced based program, "Lighten Up", to our consumer class offerings. This new program addresses the psychological wellbeing of older adults and adults with disabilities through positive storytelling, journaling, and support. This initiative is supported through a DHS and WIHA grant to pilot new populations and expand to new counties throughout the state.
- B. I&A TEAM LEAD:** An I&A Team Lead would have supervisory responsibilities and authority under the I&A Coordinator. The Team Lead would be in a quality assurance role along with being a support to the Coordinator and the I&A Staff on a day to day basis.
- C. MAINTENANCE ASSISTANT:** The purpose of this position would be to extend the hours of the facilities staff coverage and to support the Maintenance Coordinator in his growing responsibilities. We would like to move towards having a consumer and club membership where there would be a charge for building utilization. Room set up, building cleanliness, and support transitions to evening classes/clubs will be even more critical. This position would start at noon and transition into the evening activities. This person would also be available to the to the front desk making sure that the building was secured, consumer requests were addressed and that the building was set up for the next day's events.

Ms. Christianson reviewed itemize expenses and revenues for each position in 2014 and 2015. She noted that there would be ongoing funding support for each of these three positions.

The committee requested that the positions full time equivalence be clearly listed and an organizational chart developed to assist with presenting these to the ADRC Board.

Mr. Pamperin/Ms. Relich moved to forward the recommendation to the Board to fill these three positions as described previously. **MOTION CARRIED.**

SEARCH FOR NEW BOARD MEMBERS FOR 2015: Ms. Christianson reported that Mr. Diedrick representing physical disabilities, Mr. Pamperin representing people 60 and older, and Mr. Daniels representing 60 and older will be vacating their positions on the ADRC Board at the end of 2014. She looked to the Committee for suggestions for applicants noting that Ms. Pat Finder-Stone, a very valuable board member in the past, has expressed an interest in serving again after having been off for one year. She would represent people 60 and older and at some point may not be opposed to serving as the Vice Chairperson or Chairperson. Discussion followed regarding the criteria and other possible applicants. The Committee unanimously advised Ms. Christianson to

contact Ms. Finder-Stone, Ms. Robinson, and Ms. Hickey, should Ms. Robinson not be available, regarding serving and/or accepting the role of Vice Chairperson.

ADJOURN MEETING: Ms. Van Donsel/Ms. Swigert moved to adjourn. The meeting adjourned at 5:45 p.m. **MOTION CARRIED.**

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, March 13, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Susan Hyland, Craig Huxford, Helen Smits, JoAnn Grashberger, Carole Andrews

Excused: Paula Landrie, Bill Clancy, John Van Dyck

Also

Present: Nancy Fennema, Director of Community Programs
Tim Schmitt, Finance Manager
Jenny Hoffman, Economic Support Administrator
Chelsey Groessl, Economic Support Supervisor

1. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

GRASCHBERGER/ANDREWS moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of February 13, 2014 Human Services Board Meeting:

Since there was no quorum for the meeting, there are no minutes to approve. The minutes from the January 9th Board meeting will be approved next month.

4. Executive Director's Report

Nancy Fennema gave a brief report in Jeremy's absence.

- We are starting to prepare for the 2015 budget.
- The Contract & Provider Relations Manager position has been filled by Molly Hillmann, who comes to us from the Administration department. She starts with us 3/31 and will be a great fit to the role.
- Nancy attended a LEAN conference Tuesday that was put on by Brown County and stated it was very well put together and attended. As a new employee, it was helpful to have the Brown County LEAN history and get a better knowledge of the terminology.
- We are almost done closing the books for 2013 in our financial area.

5. Energy Assistance Update

- Chelsey Groessl introduced herself and gave a background on the Energy Assistance program.
- The heating season for the program runs from October 1st through May 15th. One heating benefit and one non-heating electric benefit are allowed per household. There is

regular season benefits and crisis benefits available. Crisis benefits would be for a household facing disconnect or having a no-heat situation. There is also a furnace program which runs year round which assists qualified homeowners with a repair or replacement. Lastly, eligible dwellings can be weatherized.

- Our Energy Assistance unit has been focusing on outreach efforts, in an attempt to expand into more rural settings. We have embraced a lot of communication methods. Prior to the program being at Brown County, clients were required to do face to face interviews. We have opened it up for people to do telephone interviews and paper applications as well.
- We are at an increase of 3.8% cases of heat benefits issued compared to last year. For the non-heating electric benefits issued, we are at an increase of 2.1%. We have been able to increase our service to eligible citizens.
- Propane has been talked about a lot in the media this season. At the Home Energy Plus Conference, the background on propane issues was discussed. Record cold temperatures, issues with inventory and the shutdown of a pipeline all played a part in the propane shortage we have experienced. The state has been changing crisis and payment requirements specifically for propane customers. They are also looking at storage options as well as publishing information on fuel switches for consumers.
- We are preparing for the disconnect season as we want to make it the most efficient. We anticipate it to be busier as heating bills have been 30% higher. We do like to encourage co-payments to have consumers take ownership of paying part of the bill.

Q: Citizen Board Member Huxford stated there are a few veterans involved in the Veteran's Treatment Court that are struggling with paying their energy bills and asked what the qualifications are for applying.

A: Groessl stated that if you have a permanent residence and meet the income guidelines, you will be able to qualify. Energy Assistance workers will take a look at all household residents, their incomes and what bills they have to determine eligibility.

HUXFORD/HYLAND moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

Schmitt had submitted a written report with the board packet agenda.

ANDREWS/SMITS moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

BOARD OF DIRECTOR MEETING MINUTES

Wednesday, January 29, 2014

9:02 a.m. – 11:02a.m.

BOARD MEMBERS

Carole Andrews
Carolyn Barke
Mary Derginer - Excused
Marshall Giese
Kathy Just
Julie Kudick
Mark Moeller
Diane Nichols
Janice Swoboda
Tony Waupochick

NEW FC

Rolf Hanson
Debbie Peterson

Others

Andy Phillips, NEW FC Legal Counsel
Barb Larson-Herber, Shawano County
Representative Serving as Fiscal Agent
for NEW FC Planning Grant

1. CALL TO ORDER

The meeting was called to order at 9:02 a.m.

2. CONFIRMATION OF PROPER POSTING

Debbie Peterson confirmed copies were sent to each of the seven county offices and the *Green Bay Press Gazette*. It is also posted on our website:
www.northeastwisconsinfamilycare.com

3. CONFIRM AGENDA

Motion by Carole Andrews supported by Julie Kudick to approve the agenda—all aye—motion carried.

4. REVIEW AND APPROVE MEETING MINUTES

Motion by Janice Swoboda supported by Carole Andrews to approve the January 8, January 14, and January 21 meeting minutes—all aye—motion carried.

5. PUBLIC COMMENT

None

6. CEO REPORT

The CEO Report was distributed in the Board packet. A CEO Report to the Community will be posted on the CEO tab of our web page at www.northeastwisconsinfamilycare.com and on Base Camp for the Directors and Long Term Care Managers.

7. FISCAL AGENT REPORT

An updated Fiscal Agent Report will be available at the next meeting.

Northeast Wisconsin Family Care

8. ANNOUNCEMENTS

- Barb Larson-Herber and Rolf Hanson have a conference call scheduled with DHS for Thursday, January 30, 2014.
- Shawano received the first quarter grant contract for NEW FC this week.
- Barb will be attending an ADRC meeting in Shawano this afternoon where Secretary Kitty Rhoads will be speaking.
- NEW FC will be holding a Directors meeting tomorrow, January 30. Board members in attendance will receive their per-diem.

9. CLOSED SESSION

Motion by Marshall Giese supported by Carolyn Barke to convene into Closed Session pursuant to Wisconsin Statute sec. 19.85(1)(e), "[d]eliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," to wit: to discuss and provide strategic direction to the CEO regarding potential business opportunities and the strategies associated with pursuing same.

Roll Call Vote: Carole Andrews – aye; Carolyn Barke – aye; Marshall Giese – aye; Kathy Just – aye; Julie Kudick – aye; Mark Moeller – aye; Diane Nichols – aye; Janice Swoboda – aye; Tony Waupochick – aye

10. RECONVENE IN OPEN SESSION

Motion Marshall Giese supported by Carole Andrews to return to open session.

Roll Call Vote: Carole Andrews – aye; Carolyn Barke – aye; Marshall Giese – aye; Kathy Just – aye; Julie Kudick – aye; Mark Moeller – aye; Diane Nichols – aye; Janice Swoboda – aye; Tony Waupochick – aye

Motion by Janice Swoboda supported by Carole Andrews to adopt the Outline of Terms as presented – all aye; motion carried.

Next meeting will be held March 5, 9:00 a.m.—tentatively there will not be a February meeting.

NEW FC Board of Directors' plan to attend the Lakeland Care District Board Meeting February 19, 2014 at 3:30 p.m. in Fond du Lac.

11. ADJOURN

Motion by Carole Andrews supported by Carolyn Barke to adjourn at 11:02 a.m. – all ayes – motion carried.

These minutes are respectfully submitted by Debbie Peterson
and have **NOT BEEN APPROVED** by the Northeast Wisconsin Family Care Board of Directors

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Northeast Wisconsin Family Care

OUTLINE OF TERMS

Proposed Expansion of Lakeland Care District Board Proposed Expansion of LCD MCO Operations

I. BACKGROUND

- A. The Lakeland Care District ("LCD") was formed by resolution of Fond du Lac, Manitowoc and Winnebago Counties in 2009. LCD is the certified Care Management Organization ("MCO") providing the family care benefit to eligible members in Fond du Lac, Manitowoc and Winnebago Counties.
- B. The Northeast Wisconsin Family Care District ("NEW") was formed by resolution of Kewaunee, Door, Brown, Shawano, Menominee, Oconto and Marinette Counties in 2013. NEW has been in the process of planning for expansion of the family care program to its region since 2008.
- C. NEW currently has no operations and no operational capacity. Nonetheless, given the activities in which it has engaged relating to the planning effort, it has cultivated good relationships with providers, county personnel, consumer groups and other stakeholders in the area. In addition, NEW has engaged in planning activities that would be considered beneficial to an MCO expanding into the NEW region.
- D. It is anticipated that the Department of Health Services will issue a Request for Proposals for the geographic region comprising the NEW Family Care District at some point in the 2nd Quarter of 2014 (April 1 – June 30). Based upon the best information available in the industry, the RFP will likely generate responses from several qualified bidders.
- E. LCD has indicated an intent to submit a bid in response to the DHS RFP for the region comprising the NEW Family Care District ("Bid").
- F. NEW has likewise indicated an intent to submit a bid in response to the DHS RFP for the region comprising the NEW Family Care District.
- G. In December of 2013, the LCD Board and NEW Board took action authorizing their respective organizations to explore options for working together to capitalize on the organizations' respective strengths in relation to the anticipated RFP for the region comprising the NEW Family Care District.
- H. The LCD Board Executive Committee and the NEW Executive Committee, together with the organizations' CEOs, have met and discussed how the organization may be able to work with one another. The discussions have been informal and not reached the level of any agreement relating to a potential structure. Instead, the

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meetings have focused on information sharing and identifying any significant barrier to collaboration.

- I. Given the timing associated with the anticipated RFP, it is important that LCD and NEW take action formalizing the collaborative relationship and establish an organizational framework for the effort. This outline of terms is intended to memorialize the terms and conditions associated with the parties' collaboration and, as well, provide a framework for the formal plan for the entities to work with one another.
- J. The proposed LCD/NEW collaboration is appropriately viewed as an expansion of LCD in terms of governance and operations. This outline is intended to provide an overview of the parties' commitment to expanded representation on the LCD Board in the event that LCD is successful in obtaining the Bid.

II. PROPOSED EXPANSION OF LCD BOARD

- A. NEW's Board is currently comprised of ten (10) members, seven (7) of whom are appointed by the seven (7) counties and three (3) of whom are the designated consumer representatives and appointed by the NEW Board (or designated in the NEW county authorizing resolutions). NEW's Board is set at twelve (12) members by resolution, but the two (2) Board seats designated as "at-large" are vacant.
- B. LCD's Board is currently comprised of nine (9) members with each county comprising LCD having the right to appoint three (3) LCD Board members. At least one (1) of each county's appointments must be a designated consumer representative.
- C. The Executive Committees of LCD and NEW have identified three (3) basic phases to the expansion of the LCD Board. The LCD Board expansion is contingent upon LCD obtaining the Bid to deliver family care services in the NEW region.
 1. Pre-Bid. In the time leading up to the submission of the RFP and while the RFP is under consideration by DHS, the LCD Board and NEW Board would conduct joint meetings. The purpose of the meetings would be to allow the NEW Board to learn how LCD's governance operates and for the LCD Board to learn of NEW's work. All decisions relating to the RFP, the Lakeland MCO and matters related to expansion would vest solely and exclusively with the LCD Board.
 2. After DHS Issues an Intent to Contract with LCD. If LCD submits a successful Bid, DHS will issue an intent to contract with LCD for the provision of family care services in the NEW region. The intent to contract is not the formal contract between DHS and LCD, but signals to LCD and

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other interested parties DHS's plan for allowing LCD to expand into the NEW region. During this time, the LCD Board will continue to function as the Board responsible for the LCD MCO. In addition to its MCO oversight responsibilities, the LCD Board will also meet with the NEW Board in order to plan for transitioning into a newly-formed Board that will include representation from the geographic region comprising NEW. It is anticipated that the NEW region will enjoy phased-in representation on the LCD Board as counties within the NEW region begin enrolling members in LCD. The 19 members that make up the LCD and NEW Board will be charged with the responsibility of determining the following:

- a. Board Size – preliminary discussions have indicated a desire to maintain Board membership at or below 15 members.
- b. Manner of Appointment – historically, both LCD and NEW have relied upon counties to appoint the majority of Board members. There have been discussions surrounding whether this appointment mechanism should be altered.
- c. Representational Capacity – as indicated above, all counties within the 10-county region that would comprise LCD in the event LCD's Bid is selected currently select representatives to serve on the LCD or NEW Board. Discussions have indicated a desire to explore a governance model that does not emphasize county appointments, but retains strong ties to the local counties and communities to be served.
- d. Default Board Composition – in the event the 19 members of the LCD and NEW Boards are unable to reach agreement as to the final form and structure of governance, there should be a default governance structure identified.
- e. Based upon the language of current Wis. Stat. §§ 46.2895(1), (2) and (3), it would be advisable for all ten (10) counties that would comprise the geographic region LCD serves if DHS issues an intent to contract to adopt a resolution codifying the process for establishing the new board. It is anticipated that such resolutions would provide that a county's failure to pass the resolution will result in the county losing a voice in the governance process.

III. OPERATIONAL MATTERS RELATED TO EXPANSION

- A. The LCD and NEW Board Executive Committees have identified three (3) phases related to the operational expansion of LCD into the region comprised of NEW.

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1. Developmental – this phase covers from current to the date of the LCD Bid and involves primarily the exchange of information concerning LCD's existing MCO operations and the results of NEW's planning grant activities. The parties anticipate entering into a consulting agreement whereby NEW would provide information and assistance to LCD in exchange for an as-yet undetermined compensation. The consulting agreement would also provide protection for both LCD and NEW related to the exchange of confidential and proprietary information.
 2. Pre-Implementation – this phase extends from the date DHS issues an intent to contract to LCD for the NEW region until the date expansion in a NEW county occurs. This phase focuses on activities associated with expansion and developing operational capabilities within the NEW counties. It is anticipated that the consulting agreement between LCD and NEW would evaporate upon the commencement of this phase and any NEW staff would, if applicable and agreed, contract directly with LCD.
 3. Implementation – this phase covers the time period from the first date of LCD expansion into the NEW counties to the date of full entitlement for the expanded region. By this time, LCD should be at full operational capacity for the 10-county area.
- B. The consulting agreement referenced above will contain a non-disclosure agreement maintaining all non-public information held by NEW and LCD and disclosed as a part of the relationship to be maintained in confidence.
- C. NEW is currently funded through a DHS planning grant. The planning grant essentially covers NEW's payroll (Rolf Hanson and Debbie Peterson) and other incidental costs. According to the terms and conditions associated with the NEW planning grant, the funds from the planning grant may not be used in the preparation of a response to the anticipated RFP for the NEW region. As a result, LCD and NEW will make clear in the consulting agreement referenced above that LCD shall compensate NEW for any assistance NEW provides in relation to the anticipated RFP for the NEW region.
- D. LCD and NEW recognize that by working together, LCD will be able to save a significant amount of time and resources in preparing for expansion by virtue of NEW's work and relationships with NEW counties, providers, consumers and other stakeholders. LCD and NEW believe it will be in the best interests of the consumers and stakeholders for LCD and NEW to work together in ensuring an effective expansion.

Northeast Wisconsin Family Care

IV. LCD AND NEW'S INTENT

The parties intend this outline to form that basis of their relationship relating to the expansion of family care into the NEW region. While this outline indicates the parties' intent to work in good faith to complete the activities contemplated herein, it is subject to, and conditioned upon, any final terms and agreements. The NEW and LCD Boards shall each take action approving this outline and intend to work in conjunction with one another on the items set forth herein.

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March 19, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION ON HELPING FAMILIES MOVE
FROM HOMELESSNESS TO SELF-SUFFICIENCY**

WHEREAS, a safe, stable home is essential for any child to grow up healthy and happy, and become a contributing member of the community; and,

WHEREAS, the number of Brown County families who are homeless has been on the rise in recent years, in part because of the economic recession; and,

WHEREAS, the options for homeless families to find temporary shelter in Brown County are limited; and,

WHEREAS, Golden House, the domestic abuse program and shelter in Green Bay, was unable to shelter 269 women and children in 2012 because of limited capacity, and also were sought out by another 228 women and children who were not suffering from domestic violence but were still in need of shelter; and

WHEREAS, the number of families who are on the waiting list for housing at Freedom House has grown to over 100; and,

WHEREAS, the number of children who are homeless in the various Brown county school systems has been increasing, numbering over 1300 students during the 2012-2013 school year, according to the data from the McKinney-Vento Program that assists homeless children; and

WHEREAS, much of the public discussion around homelessness has focused on homeless single adults, while the greatest unmet need, perhaps, resides with homeless families; and,

WHEREAS, the Brown County Board, in August 2013, passed a resolution that expressed support for efforts to address homelessness, including the creation of a ten-year plan and educating the public on the problem of homelessness; and,

WHEREAS, efforts have begun to reconstitute the Brown County Board's Homeless Issues and Affordable Housing Subcommittee; and,

WHEREAS, family self-sufficiency and respect for the dignity and worth of all people, especially children, are worthy goals that both the Brown County Board and Humans Services department wish to promote; and,

WHEREAS, the latest projections for the Community Programs fund balance within the Brown County Human Services department indicate that the fund balance will have over \$500,000 of

undesignated funds by the end of fiscal year 2013; and,

WHEREAS, the Brown County Board of Supervisors wishes to use these funds in a manner consistent with the mission of the Human Services department; and,

WHEREAS, the Brown County Board seeks to invest in long-term efforts to promote family self-sufficiency, and thus reduce the costs to county residents of increased social service use;

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors includes in the 2014 Brown County budget a one-time expenditure of \$75,000 to create a fund to be used to provide grants to local projects seeking to reduce the problem of homelessness among families and to promote self-sufficiency, such as:

- establishing new transitional housing units for families, that would include support from a social service agency;
- enhancing existing transitional housing support efforts with families, such as home visits, educational and job training programs, etc.;
- expanding support and educational programs that promote self-sufficiency for homeless families, such as budgeting, substance abuse counseling, etc.;
- creating a ten-year plan to address homelessness in Brown County; and,

BE IT FURTHER RESOLVED, that the \$75,000 used to establish this fund be taken from the Community Programs fund balance; and,

FINALLY, BE IT RESOLVED, that these funds shall be administered by the Brown County Board's Homeless Issues and Affordable Housing Subcommittee, who will establish the application process and criteria for evaluating applications (including preference for applications that have some level of matching funds), as well as award the grants.

Respectfully submitted,

Daniel Robinson
Brown County Supervisor
District 19

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: _____

Final Draft Approved by Corporation Counsel

2

April 15, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES DEPARTMENT
SOCIAL WORKER/CASE MANAGER

WHEREAS, the County Board appropriated funding for mental health initiatives in the 2014 budget; and

WHEREAS, the Human Services department requested an additional Social Worker/Case Manager to manage the clients currently seen in the drug and veteran's court as well as the mental health court that will be added; and

WHEREAS, the current Drug Court Coordinator will handle the coordination of all three courts while the Social Worker/Case Manager will manage the cases for all three; and

WHEREAS, the Human Resources department, in conjunction with Human Services, recommend the addition of 1.00 FTE Social Worker/Case Manager to the Human Services table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, a 1.00 FTE Social Worker/Case Manager be added to the Human Services table of organization.

Annual Budget Impact

Human Services Add 1.00 FTE Social Worker/ Case Manager	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager	1.00	Addition	\$39,890	\$22,117	\$62,007
Annual Budget Impact			\$39,890	\$22,117	\$62,007

Partial Year Budget Impact
(May 1, 2014 – December 31, 2014)

Human Services Add 1.00 FTE Social Worker/ Case Manager	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager	1.00	Addition	\$26,593	\$14,745	\$41,338
Partial Budget Impact			\$26,593	\$14,745	\$41,338

Fiscal Note: This resolution does not require an appropriation from the General Fund. Funding for mental health initiatives was approved in the 2014 budget.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by Human Resources and approved by Corporation Counsel.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/14/14

REQUEST TO: Human Services Committee

MEETING DATE: 03/26/14

REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department
(Social Worker/Case Manager)

ISSUE/BACKGROUND INFORMATION:

The County Board appropriated funding in the 2014 budget for mental health initiatives.

ACTION REQUESTED:

The addition of 1.00 FTE Social Worker/Case Manager to Human Services table of organization to manage the clients in drug court, veterans court and the mental health court that will be added.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No

a. If yes, what is the amount of the impact?

b. If part of a bigger project, what is the total amount of the project? \$ _____

c. Is it currently budgeted? ☒ Yes ☐ No

1. If yes, in which account? _____

2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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April 15, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING RECLASSIFICATION OF POSITIONS
IN THE HUMAN SERVICES DEPARTMENT
(Receptionist, Switchboard Operator, Clerk Receptionist,
Switchboard Operator/Receptionist)

WHEREAS, there is currently a vacant Clerk Receptionist position in Human Services Community Programs; and

WHEREAS, the Human Resources department conducted a study of the Clerk Receptionist job duties as well as the similar positions of Receptionist, Switchboard Operator and Switchboard Operator/Receptionist and determined the duties and requirements for all of the positions are the same; and

WHEREAS, the Human Resources department further researched similar positions in the local market, other municipalities and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, the research found that this position and similar positions have a starting rate of \$11.45 - \$19.81 in public entities and have a starting rate of \$11.83 in a placement agency; and

WHEREAS, as a result of the study, Human Resources recommends that the Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist positions be titled Clerk Receptionist and be placed in Pay Grade 4 (pay range \$11.81 - \$14.06) of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors the positions of Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist positions in the Human Services table of organization be titled Clerk Receptionist and placed in Pay Grade 4 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED, employees currently in Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist positions will retain their current hourly wage but will receive the title of Clerk Receptionist.

BE IT FURTHER RESOLVED, future vacancies for these positions will be filled at Pay Grade 4 of the Classification and Compensation Plan.

Annual Budget Impact

Receptionist 1 FTE - Human Services Community Programs 1,950 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Receptionist (Current Rate)	\$(30,557)	\$(20,688)	\$(51,245)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 24,434	\$ 19,751	\$ 44,185
Annual Budget Impact per FTE	\$(6,123)	\$(937)	\$(7,060)

Switchboard Operator 1.00 FTE - Human Services Community Programs 1,950 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Switchboard Operator (Current Rate)	\$(31,766)	\$(20,874)	\$(52,640)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 24,434	\$ 19,751	\$ 44,185
Annual Budget Impact per FTE	\$(7,332)	\$(1,123)	\$(8,455)

Clerk Receptionist 3 FTE's - Human Services Community Programs 2,080 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Clerk Receptionist (Current Rate)	\$(33,966)	\$(21,210)	\$(55,176)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 26,062	\$ 20,000	\$ 46,062
Annual Budget Impact per FTE	\$(7,904)	\$(1,210)	\$(9,114)

Switchboard Operator/Receptionist 3.81 FTE's - Human Services Community Treatment Center 2,080 hours	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Switchboard Operator/Receptionist (Current Rate)	\$(33,987)	\$(21,212)	\$(55,199)
Clerk Receptionist (Pay Grade 4, Step 3)	\$ 26,062	\$ 20,000	\$ 46,062
Annual Budget Impact per FTE	\$(7,925)	\$(1,212)	\$(9,137)

Savings would be realized for each Receptionist, Switchboard Operator, Clerk Receptionist and Switchboard Operator/Receptionist vacancy filled after approval of resolution. There is currently a 1.00 FTE Clerk Receptionist vacancy in Human Services Community Programs.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, County Executive

Date Signed: _____

Authored by Human Resources and approved by Corporation Counsel.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/17/14

REQUEST TO: Human Services Committee

MEETING DATE: 03/26/14

REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of Positions in the Human Services Department
(Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist)

ISSUE/BACKGROUND INFORMATION:

A Clerk Receptionist vacancy prompted a study of similar positions in the County compared to the local market, other municipalities and the U.S. Bureau of Labor Occupational Outlook Handbook.

ACTION REQUESTED:

Change the title of similar positions to Clerk Receptionist and place in Pay Grade 4 of the Classification and Compensation Plan to be consistent with similar positions in the County and the industry.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

BROWN COUNTY POSITION DESCRIPTION

POSITION TITLE: CLERK RECEPTIONIST

REPORTS TO: MULTIPLE

DEPARTMENT: HUMAN SERVICES

JOB SUMMARY:

Performs receptionist and general clerical work under basic supervision, while also exercising independent judgment in transactions with the public. Responsible for answering and redirecting incoming calls, requiring familiarity with departmental programs, operations and agency staff. Data processing, record keeping, receiving the public and providing customer service are all included in this position.

ESSENTIAL DUTIES:

Maintains the confidential nature of client and business information, records and documents per departmental standards and State/Federal Confidentiality Laws.

Answers incoming phone calls and inquiries of a general, non-restricted nature or refers inquiries to the proper official or department.

Receives and/or relays messages to proper department or employee, either in paper or electronic format depending upon the guidelines provided.

Acknowledges and greets clients/visitors as they arrive, directing them and providing information. Notifies appropriate staff person when a visitor has arrived and/or is waiting for an appointment.

Maintains a professional and friendly demeanor with all internal and external customers, clients and staff members.

Schedules and cancels appointments, as instructed, and maintains appropriate records.

If applicable, receives payments, issues receipts and accounts for monies handled.

Performs data entry of agency/departmental information.

Obtains information from public, clients and/or staff members for completion of forms, documents, etc.

Maintains computer information system(s).

Develops and maintains files according to departmental standards.

Prepares office for business and closes office on a daily basis.

Types correspondence, memorandums, lists, reports, and other documents.

Assists with various projects and programs as needed.

Maintains a clean, safe and organized working environment.

Attends in-service training and meetings, as required and necessary to carry out responsibilities of the position.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

Telecommunication equipment including Telephone Device for the Deaf (TDD)
Computers, printers, copiers, fax machines and other general office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent (GED), plus one year of relevant office experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None.

Knowledge, Skills and Abilities:

Excellent phone etiquette.

Ability to thrive at work with minimal supervision and to exercise good independent judgment.

Knowledge of general office procedures.

Strong skills in current software programs (i.e. MS Office – Word, Excel, Outlook and Access).

Skills in typing, record keeping, filing and other general clerical duties.

Ability to operate a variety of standard office equipment such as computers, keyboards relating to personal computers and terminals, calculators, copiers, fax machines, etc.

Typing speed of 40 net words per minute or greater.

Strong written and verbal communication skills.

Ability to print and write legibly.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports and files.

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Extended periods of sitting; intermittent standing and walking.

Using hand(s) for single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting; occasional reaching.

Communicating verbally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people, objects and written materials at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 03/14/2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION TO ACCEPT ADDITIONAL FUNDING FOR HUMAN SERVICES CHILD
AND ADOLESCENT BEHAVIOR HEALTH UNIT**

WHEREAS, the Brown County Child and Adolescent Behavioral Health Unit (“CABHU”) was developed in 2012 for the purpose of providing and facilitating comprehensive, coordinated services to children and adolescents in our community with significant mental health or behavioral problems; and

WHEREAS, at that time, funding was provided and continues to be provided by Brown County, with an offset of billable services, prioritizing services to families involved with Child Protective Services, Juvenile Justice, and the emergency detention process; and

WHEREAS, CABHU recently received approval for program expansion through a statewide Coordinated Services Team initiative grant, providing \$62,123 in year one and ongoing funding in subsequent years in an amount to be determined for program sustainability; and

WHEREAS, these funds will enable the hiring of one additional staff person who will work to develop greater capacity among community providers to provide coordinated services to clients at risk for future involvement with county systems of care, starting with a minimum of 6-8 clients in the 2014 planning year and an increasing number of clients over time; and

WHEREAS, Brown County Human Services wishes to receive this grant.

NOW, THEREFORE BE IT RESOLVED, that the County Board of Brown County, Wisconsin, hereby approves the acceptance of the Coordinated Services Team (CST) expansion funding of \$62,123 for 2014 – 2015 with funding to support the program through the fiscal year 2015.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Human Services

Final Draft Approved by Corporation Counsel

Fiscal Impact: This resolution authorizes acceptance of \$62,123 in revenue to Brown County; and, therefore, does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TABLE OF ORGANIZATION CHANGE REQUEST

Department: Human Services

Contact: Nancy Fennema _____

Briefly explain requested table of organization change:

The addition of a Social Work position in our Child Protection/Juvenile Justice Area as funded by the state's Coordinated Service Team Initiative. This position will meet our responsibilities under Wis Stat 46.56. and build upon our efforts with the family teaming approach. Funding for the position is for April 1, 2014 – December 31, 2014, with an understanding of continued funding in 2015 and beyond.

If **DELETING** a current position, fill in the following information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$ _____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

If adding a **NEW** position, fill in the information and answer the questions below:

Job Title: Social Worker _____

Hourly Pay Rate: \$20.46 ____ Annual Hours: 1950 ____ FTE: 1 ____ Grade: _____ Step: 1 ____
(Administrative only)

Is this position grant funded? ☒ Yes ☐ No (If yes, attach a copy of the grant.)
Are benefits covered by the grant? ☒ Yes ☐ No

Are the duties of this position mandated? ☐ Yes ☒ No

1. What caused the increase in duties to justify adding this position?

The awarding of a grant applied for through the state's CST expansion initiative.

2. Are duties currently being done? Explain why current staff is unable to absorb the duties.

No the duties are not currently being done. The position will allow for program growth, serving additional children and families.

3. List alternative methods for accomplishing this work or methods for doing this work without existing or additional staff.

We are not in a position to add work responsibilities to current positions to accomplish these goals of this program.

4. What service(s) would be reduced or eliminated if position is not created?

None

5. Please list the qualifications or combined education and experience for an individual filling this position.

Qualifications are listed in the Social Worker Position Description.

If requesting a **RECLASSIFICATION or OTHER POSITION CHANGE**, fill in the information and answer the questions below:

Current Position Information:

Job Title as stated in current Table of Organization: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

Proposed Reclassification Position Information:

Job Title: _____

Hourly Pay Rate: \$_____ Annual Hours: _____ FTE: _____ Grade: _____ Step: _____
(Administrative only)

1. What caused the change in duties to justify reclassifying or otherwise changing this position?

2. How long has this position been taking on these additional duties?

3. If reclassification, describe how the change in duties affects the knowledge, skills and abilities to perform the position.

HUMAN RESOURCES APPROVAL/ACTION *(HR only)*

Prepared by: _____ Date: _____

Comments: _____

Are you in agreement with the department's new position/reclassification request? ☐ Yes ☐ No

Pay Table: _____ Tentative Grade Placement: _____ Tentative Step: _____

Reviewed/Approved by: _____
(HR Manager Signature) *(Date)*

DOA REVIEW *(Admin only)*

I certify that I have reviewed and approved the fiscal impact for this table of organization change:

(Signature) *(Date)*

Comments: _____

EXECUTIVE REVIEW *(County Executive only)*

(Signature) *(Date)*

OK to proceed with inclusion of this new position/reclassification in budget process? ☐ Yes ☐ No

March 19, 2014

AN ORDINANCE AMENDING CHAPTER 5 HUMAN SERVICES PROGRAM
SECTION 5.06 OF THE BROWN COUNTY CODE ENTITLED
“COMPOSITION OF THE BOARD”

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 5.06 Of Chapter 5 of the Brown County Code regarding Human Services entitled “Composition of the Board” is amended as follows:

5.06 COMPOSITION OF BOARD. The Board shall be composed of ~~eleven~~ nine persons of recognized ability and demonstrated interest in human services. Not less than one-third nor more than two-thirds of the members may be members of the County Board. Board members other than County Board Supervisors shall be selected from nominees whose names are solicited from various client interest groups in the county, consumers of services and citizens at-large. The County Executive shall assure the broadest and most balanced possible representation of the client interests served in making all selections. Should any member no longer meet the qualifications for his or her appointment, his or her seat shall be declared vacant.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Final Draft Approved by Corporation Counsel

Fiscal Impact: This ordinance does not require an appropriation from the General Fund.

BUDGET ADJUSTMENT REQUEST

	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input checked="" type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input checked="" type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.170.175.5100	Wages	\$26,849
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.1170.175.5110.100	Fringe	\$14,886
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.170.173.7000	Purch Service	\$41,735

Narrative Justification:

2014 adjustment: Add 1.0 FTE Social Worker to support mental health court and the existing drug court and veteran's treatment court. (Corresponding resolution to add FTE is going to March Committee and April County Board)

Nancy Bonina
 Signature of Department Head
 Department: Human Services
 Date: 3-12-14

AUTHORIZATIONS

[Signature]
 Signature of Executive
 Date: 3/13/14

Executive Director's Report to the Human Services Committee

March 26, 2014

Members of the Committee:

Chairman Evans and his co-chair Sue Lockwood have convened the Child Abuse and Neglect Task Force for a second summit which will take place Friday, March 28. At that meeting, there will be several presentations, and the community plan will be revealed. The Human Services Department has been an enthusiastic partner in the task force, and on behalf of the department I would like to recognize the efforts to date of the many task force member agencies and of our own Chairman, Mr. Evans.

There has been no announcement or public information about the prospects of Family Care. Expansion of Family Care still appears to have support among state leaders, but there has been no official action toward expanding in our area. We hope to have better indication of the state's direction before the official close of this legislative session, but there is no guarantee that will happen.

As you may recall, the state's biennial budget created the opportunity to access community mental health services through the Comprehensive Community Services (CCS) program at state and federal expense if counties are participating in an approved consortium. We have been working with our colleagues in Outagamie, Winnebago, Calumet, and Manitowoc counties to this end. The consortium model that we are working with will help create efficiencies from the perspective of both the state and counties by consolidating and streamlining non-value added activities such as establishing rates. The application for approval is moving along, and implementation will begin July 1 if all goes well.

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read 'Jeremy Kral', is written over the printed name and title.

Jeremy Kral
Executive Director

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6064 Fax (920) 448-6126

Tim Schmitt, Budget & Finance Manager

To: Human Services Board, Human Services Committee

Date: March 1, 2014

Subject: Revised December 2013 forecast financial results for Community Programs and Community Treatment Center

Revised forecast financial results are reported year to date thru December, 2013.

There is not much of a change in the forecasted December 2013 total results for Community Programs. Revenues are forecast to be on budget and total expenses are forecast to provide a \$1.1 million favorable variance. A favorable expense variance of \$750K is due to lower costs transferred to the CTC for the CBRF construction project.

The Community Treatment Center is forecast to produce an unfavorable budget variance of \$511K. Revenues are lower than budget primarily due to lower client admissions for both Brown County and out of county clients in the hospital and an unfavorable client payer mix in the nursing home. Expenses at the CTC show a favorable variance of \$852K due to lower than budgeted wages and fringes for personnel changes due to a lower hospital census.



Community Programs Forecast

Through 12/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD	Variance
Fund 201 - CP												
REVENUE												
Property taxes		16,024,172.00	.00	16,024,172.00	1,335,347.63		.00	16,024,172.00	.00	100	17,388,105.00	-
Intergovernmental		65,071,363.00	3,369,774.00	68,441,137.00	(11,119,295.63)		.00	69,425,315.52	19,015,821.48	72	64,877,519.51	(984,179)
Charges for sales and services		1,877,965.00	.00	1,877,965.00	100,075.68		.00	1,968,570.44	(90,605.44)	105	2,075,608.82	(90,605)
Intergovernmental charges for services		8,272,174.00	.00	8,272,174.00	(564,280.73)		.00	7,204,363.98	1,067,810.02	87	8,274,618.36	1,067,810
Miscellaneous revenue		16,000.00	1,000.00	17,000.00	1,248.87		.00	9,400.16	7,599.84	55	34,999.28	7,600
Rent		36,000.00	.00	36,000.00	3,000.00		.00	36,000.00	.00	100	39,000.00	-
Contributions		.00	.00	.00	7,733.78		.00	16,866.01	(16,866.01)	+++	22,083.27	(16,866)
Charges to county departments		.00	.00	.00	.00		.00	.00	.00	+++	.00	-
Transfer in		29,100.00	53,692.00	82,792.00	50,723.20		.00	82,792.09	(.09)	100	41,108.00	(16,866)
REVENUE TOTALS		\$91,326,774.00	\$3,424,466.00	\$94,751,240.00	(\$10,185,447.20)		\$0.00	\$94,767,480.20	\$19,983,759.80	79%	\$92,753,042.24	(16,240)
EXPENSE												
Personnel services		14,600,771.00	149,162.00	14,749,933.00	1,573,563.51		.00	13,963,420.06	786,512.94	95	13,345,793.77	(786,513)
Fringe benefits and taxes		5,955,066.00	162,313.00	6,117,379.00	255,405.30		.00	5,229,490.73	887,888.27	85	5,589,812.38	(887,888)
Employee costs		34,907.00	.00	34,907.00	1,079.94		.00	15,411.36	19,495.64	44	6,737.64	(19,496)
Operations and maintenance		1,428,494.00	55,130.00	1,483,624.00	151,077.88		.00	1,368,563.30	115,060.70	92	1,322,190.63	(115,061)
Insurance costs		2,000.00	.00	2,000.00	.00		.00	1,000.00	1,000.00	50	2,000.00	(1,000)
Utilities		30,500.00	3,700.00	34,200.00	1,799.98		.00	27,099.36	7,100.64	79	16,514.76	(7,101)
Chargebacks		2,375,541.00	.00	2,375,541.00	184,674.18		.00	2,311,052.38	64,488.62	97	2,176,281.14	(64,489)
Purchased services		66,327,219.00	2,959,032.00	69,286,251.00	3,610,142.79		.00	69,132,466.62	4,153,784.38	94	64,664,381.05	(153,784)
Contracted services		879,600.00	64,723.00	944,323.00	91,468.47		.00	2,633,240.41	311,082.59	67	2,669,563.29	1,688,917
Medical expenses		400.00	.00	400.00	.00		.00	.00	400.00	0	.00	(400)
Judiciary Costs		85,000.00	.00	85,000.00	5,844.52		.00	66,303.71	18,696.29	78	125,101.00	(18,696)
Other		.00	.00	.00	.00		.00	.00	.00	+++	.00	-
Outlay		58,125.00	.00	58,125.00	.00		.00	16,531.50	41,593.50	28	41,743.00	(41,594)
Transfer out		1,405,042.00	250,737.00	1,655,779.00	47,856.27		.00	940,692.39	715,086.61	57	2,792,923.58	(715,087)
EXPENSE TOTALS		\$93,182,665.00	\$3,644,797.00	\$96,827,462.00	\$5,922,912.84		\$0.00	\$95,705,271.82	\$7,122,190.18	93%	\$92,753,042.24	(1,122,190)
Fund 201 - CP Totals												
REVENUE TOTALS		91,326,774.00	3,424,466.00	94,751,240.00	(10,185,447.20)		.00	94,767,480.20	19,983,759.80	79	92,753,042.24	(16,240)
EXPENSE TOTALS		93,182,665.00	3,644,797.00	96,827,462.00	5,922,912.84		.00	95,705,271.82	7,122,190.18	93	92,753,042.24	(1,122,190)
Fund 201 - CP Totals		(\$1,855,891.00)	(\$220,331.00)	(\$2,076,222.00)	(\$16,108,360.04)		\$0.00	(\$937,791.62)	\$12,861,569.62		\$0.00	(1,138,430)

Brown County Human Services: Community Treatment Center
Preliminary Financial Statements by Classification
December 31, 2013

	Year to Date Actual				
	YTD Budget	YTD Budget % of Revenue	YTD Actual	YTD Actual % of Revenue	YTD Variance
Revenues					
Property Tax Revenue	\$ 3,236,508	23.1%	\$ 3,236,508	25.6%	\$ -
Nursing Home Supplemental Funding	\$ 558,700	4.0%	\$ 668,750	5.3%	\$ 110,050
CBRF Revenue	\$ -	0.0%	\$ 14,208	0.1%	\$ 14,208
Hospital Revenue: Other Payers	\$ 4,430,330	31.6%	\$ 2,823,026	22.3%	\$ (1,607,304)
Hospital Revenue: CTP Reimbursement	\$ 1,880,700	13.4%	\$ 1,236,166	9.8%	\$ (644,534)
Nursing Home Revenues: Private Pay	\$ 584,000	4.2%	\$ 243,200	1.9%	\$ (340,800)
Nursing Home Revenues: Medicaid & Medicare	\$ 2,726,370	19.4%	\$ 3,205,007	25.3%	\$ 478,637
Miscellaneous Revenue	\$ 32,300	0.2%	\$ 21,101	0.2%	\$ (11,199)
Rent	\$ 165,330	1.2%	\$ 165,330	1.3%	\$ -
Donations	\$ 3,300	0.0%	\$ 1,425	0.0%	\$ (1,875)
Charges to County Departments	\$ 363,700	2.6%	\$ 364,135	2.9%	\$ 435
Transfer In	\$ 16,505	0.1%	\$ 16,505	0.1%	\$ -
Transfer In: HR	\$ 13,509	0.1%	\$ 13,510	0.1%	\$ 1
Capital Contributions Transfer	\$ 15,246	0.1%	\$ 653,241	5.2%	\$ 637,995
Total Revenue	\$ 14,026,498	100.0%	\$ 12,662,112	100.0%	\$ (1,364,386)
Expenses					
Wages	\$ 7,294,267	52.0%	\$ 6,969,826	55.0%	\$ 324,441
Fringe Benefits	\$ 2,719,431	19.4%	\$ 2,301,580	18.2%	\$ 417,851
Employee costs	\$ 8,850	0.1%	\$ 6,617	0.1%	\$ 2,233
Operations & Maintenance	\$ 541,969	3.9%	\$ 538,623	4.3%	\$ 3,346
Insurance	\$ 32,672	0.2%	\$ 30,130	0.2%	\$ 2,542
State Assessment	\$ 128,520	0.9%	\$ 128,520	1.0%	\$ -
Utilities	\$ 16,150	0.1%	\$ 9,514	0.1%	\$ 6,636
Charge backs	\$ 2,213,040	15.8%	\$ 2,156,596	17.0%	\$ 56,444
Contracted Services	\$ 651,060	4.6%	\$ 638,673	5.0%	\$ 12,387
Medical Expenses	\$ 329,600	2.3%	\$ 318,630	2.5%	\$ 10,970
Cost of Sales	\$ 6,700	0.0%	\$ 4,788	0.0%	\$ 1,912
Interest expense	\$ 180	0.0%	\$ 165	0.0%	\$ 15
Depreciation	\$ 735,660	5.2%	\$ 722,823	5.7%	\$ 12,837
Transfer out-wages	\$ 68,813	0.5%	\$ 67,937	0.5%	\$ 876
Disposition of Fixed Assets	\$ -	0.0%	\$ (418)	0.0%	\$ 418
Total Expenses	\$ 14,746,912	105.1%	\$ 13,894,004	109.7%	\$ 852,908
Net Excess (Deficit)	\$ (720,414)	-5.1%	\$ (1,231,892)	-9.7%	\$ (511,478)
Levy Impact (unfavorable) favorable	\$ 15,246	\$	\$ (509,069)	\$	\$ (524,315)

Community Programs Fund balance report

Special Revenue Fund: Funds used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects

	3300.100/200 Desig Subseq Yr Exp	3300.700 Desig Cap Proj	3300.400 Reserve for Prepaid	Total
Balance as of 1/1/2013	\$ 4,920,095	\$ 1,100,000	\$ 210,618	\$ 6,230,713
transfer	\$ 1,100,000	\$ (1,100,000)		\$ -
	\$ 6,020,095	\$ -	\$ 210,618	\$ 6,230,713

*Note: Fund balance does not represent cash on hand
Cash is consumed by working capital requirements (i.e. Accounts Receivable)

Fund Balance Reserves Detail (rounded to nearest \$100K)	
HS Committee motion	115,000.00
Reserve for prepaid	210,618.00
Transfer to EMR	\$ 316,890.00
transfer for phase III EMR	\$ 53,630.00
Develop Interfaces for Phase III of EMR	\$ 447,711.00
CTC Renovation	\$ 500,000.00
Family Care Conversion	\$ 1,000,000.00
Post Family Care Reserve	\$ 1,300,000.00
LTC Unit - existing high cost clients	\$ 600,000.00
Adult Behavioral Health Unit-existing high cost clients	\$ 500,000.00
Agency wide high cost clients - Contingency	\$ 1,000,000.00
Total Fund Balance Reserve 12/31/11	\$ 6,037,849.00

**BROWN COUNTY COMMUNITY TREATMENT CENTER
STATISTICS FOR FEBRUARY 2014**

		Year to Date 2014	Year to Date 2013
ADMISSIONS	February		
Voluntary - Mental Illness	5	19	45
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	59	122	127
Court Order Prelim. - Mental Illness	0	1	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	1	1	2
Commitment - Mental Illness	0	0	0
Return from Conditional Release	14	17	8
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
TOTAL	79	160	182

ADMISSIONS BY UNITS			
Nicolet	79	160	182
TOTAL	79	160	182

ADMISSIONS BY COUNTY			
Brown	50	97	110
Door	4	6	5
Kewaunee	4	8	8
Oconto	3	12	10
Marinette	2	4	6
Shawano	1	4	9
Waupaca	1	2	1
Menominee	1	1	4
Outagamie	4	5	7
Manitowoc	4	13	19
Winnebago	0	2	0
Other	5	6	3
TOTAL	79	160	182

NEW ADMISSIONS			
Nicolet	39	90	70
TOTAL	39	90	70

READMIT WITHIN 30 DAYS			
Nicolet	6	12	23
TOTAL	6	12	23

		Year to Date 2014	Year to Date 2013
AVERAGE DAILY CENSUS	February		
Nicolet	12	12	12
TOTAL	12	12	12

INPATIENT SERVICE DAYS			
Nicolet	346	682	719
TOTAL	346	682	719

BED OCCUPANCY			
Nicolet (16 beds)	77%	72%	33%
TOTAL (16 Beds)	77%	72%	33%

DISCHARGES			
Nicolet	76	157	174
TOTAL	76	157	174

DISCHARGE DAYS			
Nicolet	269	633	699
TOTAL	269	633	699

AVERAGE LENGTH OF STAY			
Nicolet	4	4	4
TOTAL	4	4	4

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	3	4	4
Door	4	5	4
Kewaunee	4	4	5
Oconto	2	3	3
Marinette	1	2	5
Shawano	2	4	4
Waupaca	0	0	3
Menominee	0	1	4
Outagamie	4	4	2
Manitowoc	7	8	6
Winnebago	0	0	0
Other	3	3	5
TOTAL	4	4	4

In/Outs

Current	YTD 2014	2013
1	3	1

10a

BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY ADOLESCENT ADMISSIONS
Month Ending: February 2014

Voluntary Admissions	21
Involuntary Admissions	23
Voluntary Inpatient Days	111
Involuntary Inpatient Days	123
Voluntary Avg Length of Stay	4.63
Involuntary Avg Length of Stay	5.34

Report of Child Abuse/Neglect by Month

Month	2013	2014	% Change from 2013 to 2014
January	422	408	-3.3%
February	333	425	27.6%
March	396		
April	476		
May	477		
June	322		
July	296		
August	315		
September	425		
October	446		
November	400		
December	372		
Total	4680		

Reports Investigated by Month

Month	2013	2014	% Increase
January	133	142	6.7%
February	115	128	11.3%
March	127		
April	162		
May	143		
June	127		
July	112		
August	109		
September	147		
October	144		
November	154		
December	146		
Total	1619		

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
ADAMS AFH	12/5/13	12/18/13	\$102,481	\$102,481
ADAMS, R AFH	12/5/13	1/29/14	\$13,239	\$13,239
ADULT CARE LIVING OF NE WI	1/9/14	1/29/14	\$205,640	\$205,640
ADRC	12/23/13	1/9/14	\$72,000	\$72,000
ADVOCATES FOR HEALTHY TRANSITIONAL LIVING LLC	12/19/13	1/6/14	\$50,000	\$50,000
ADVOCATES, EXTENSION LLC	2/20/14	3/3/14	\$25,000	\$25,000
AGE WELL CENTRE FOR LIFE ENRICHMENT	12/19/13	1/6/14	\$180,000	\$180,000
ANDERSON RECEIVING HOME	12/5/13	12/11/13	\$13,140	\$18,068
ANGELS ON ARCADIAN	12/19/13	1/6/14	\$1,531,200	\$1,531,200
ANNA'S HEALTHCARE (COUNTRY LIVING)	12/19/13	1/23/14	\$445,641	\$445,641
ANU FAMILY SERVICES, INC. (FORMERLY PATH)	12/19/13	1/16/14	\$60,000	\$60,000
ARNOLD, REBECCA	12/5/13	1/20/14	\$25,000	\$25,000
ARTISAN ASSISTED LIVING	1/13/14	2/25/14	\$480,566	\$480,566
ARTS AFH	12/5/13	12/18/13	\$30,132	\$30,132
ASPIRO INC	2/6/14	2/9/14	\$2,914,504	\$2,914,504
BELLIN PSYCHIATRIC CENTER	1/22/14	2/10/14	\$10,000	\$10,000
BENNIN, MARILYN	2/25/14		\$9,000	\$9,000
BERGER AFH	12/5/13	1/22/14	\$57,120	\$57,120
BETHESDA	1/20/14	2/10/14	\$14,550	\$14,550
BIRCH CREEK	12/19/13	1/13/14	\$1,235,182	\$1,235,182
BISHOPS COURT	12/19/13	1/13/14	\$1,304,662	\$1,304,662
BOLL ADULT CARE CONCEPTS	1/23/14	2/17/14	\$781,004	\$781,004
BOURASSA AFH	1/15/14	2/10/14	\$18,720	\$18,720
BORNEMANN NURSING HOME	12/23/13	1/8/14	\$227,995	\$227,995
BROTOLOC HEALTH CARE SYSTEMS	1/13/14	1/27/14	\$770,714	\$770,714
BRUNETTE AFH	12/5/13	12/16/13	\$52,152	\$52,152
BRUSS SUPPORTIVE COMMUNITY LIVING	1/15/14	1/27/14	\$273,214	\$273,214
BUSSE AFH	12/5/13	12/18/13	\$66,444	\$66,444
CAPELLE AFH	12/5/13	12/11/13	\$56,532	\$56,532
CARE FOR ALL AGES	1/13/14	1/20/14	\$116,374	\$116,374
CARRINGTON MANOR ASSISTED LIVING	1/13/14	2/10/14	\$92,628	\$92,628
CATHOLIC CHARITIES	1/9/14	1/15/14	\$171,606	\$171,606
CENTERPIECE LLC	12/18/13	1/6/14	\$150,000	\$150,000
CENTURY RIDGE OF GREEN BAY, INC.	1/9/14	1/16/14	\$387,932	\$387,932
CEREBRAL PALSY INC.	1/13/14	1/23/14	\$1,447,826	\$1,447,826
CEREBRAL PALSY OF MIDEAST WI INC	2/6/14	2/17/14	\$4,800	\$4,800
CHILDRENS SERVICE SOCIETY	12/19/13	1/8/14	\$25,000	\$25,000
CHRISTENSEN AFH	12/5/13	12/16/13	\$74,357	\$74,357
CLARITY CARE INC	1/15/14	1/27/14	\$1,729,984	\$1,729,984
CLEARVIEW BRAIN INJURY CENTER	1/20/14		\$220,938	\$220,938
COMFORT KEEPERS INC	12/19/13	1/16/14	\$734,494	\$734,494
COMPASS DEVELOPMENT	1/13/14	1/22/14	\$1,195,886	\$1,195,886
COMPASS DEVELOPMENT SHC INC	1/13/14	1/22/14	\$500,000	\$500,000
CONLEY AFH	12/5/13	12/19/13	\$36,645	\$36,645
CONNECTIONS LLC	1/23/14	2/4/14	\$25,000	\$25,000
CURO CARE LLC	1/22/14	1/29/14	\$510,000	\$510,000
DARNELL RECEIVING HOME	12/5/13	1/15/14	\$19,710	\$19,710
DEATHERAGE-VELEKE AFH	12/23/13	1/6/14	\$20,759	\$20,759
DEBAERE AFH	12/5/13	12/16/13	\$69,240	\$69,240
DEER PATH ASSISTED LIVING INC	1/20/14	2/5/14	\$178,810	\$178,810
DESOTELLE, ROBERT	2/25/14	3/11/14	\$7,500	\$7,500
DORN AFH	12/5/13	1/16/14	\$22,008	\$22,008

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
DUNGARVIN WISCONSIN LLC	12/23/13	1/29/14	\$686,931	\$686,931
DYNAMIC FAMILY SOLUTIONS	1/20/14	3/3/14	\$37,120	\$37,120
EAST SHORE INDUSTRIES	12/12/13	12/16/13	\$46,594	\$46,594
ELSNER AFH	12/18/13	1/21/14	\$14,348	\$14,348
ENCOMPASS CHILD CARE	12/23/13	1/27/14	\$70,164	\$70,164
ENGBERG AFH	12/5/13	1/9/14	\$39,216	\$39,216
FAMILY SERVICE OF NORTHEAST WI, INC.	1/9/14	1/27/14	\$2,146,746	\$2,167,878
FAMILY TRAINING PROGRAM	1/9/14	1/23/14	\$175,000	\$175,000
FENLON AFH	12/5/13	12/11/13	\$44,433	\$44,433
G & I OCHS INC.	1/23/14	1/27/14	\$1,906,847	\$1,906,847
GAUGER AFH	12/5/13	1/6/14	\$32,844	\$32,844
GOLDEN HOUSE	12/12/13	12/30/13	\$63,086	\$63,086
GOLTZ J. AFH	12/5/13	12/18/13	\$24,360	\$24,360
GONZALEZ AFH	12/5/13	2/3/14	\$79,062	\$79,062
GOODWILL INDUSTRIES	1/20/14	2/27/14	\$77,166	\$77,166
GOODWILL INDUSTRIES DBA BEYOND BOUND(AUTISM)	12/12/13	1/23/14	\$20,000	\$20,000
GRACYALNY, SUE	1/30/14	2/24/14	\$70,000	\$70,000
GREEN BAY TRANSIT COMMISSION	12/12/13		\$400,000	\$400,000
GRONSETH AFH	12/5/13	12/30/13	\$44,736	\$44,736
HARMONY LIVING CENTERS LLC	12/23/13	1/6/14	\$196,838	\$196,838
HEAD AFH	12/19/13	1/8/14	\$87,826	\$87,826
HELPING HANDS CAREGIVERS	1/23/14	2/5/14	\$350,000	\$350,000
HIETPAS AFH	12/5/13	12/11/13	\$24,992	\$24,992
HOEFT AFH	12/18/13	1/3/14	\$24,523	\$29,305
HOME INSTEAD SENIOR CARE	12/19/13	1/8/14	\$200,000	\$200,000
HOMES FOR INDEPENDENT LIVING	1/22/14	2/20/14	\$6,225,000	\$6,225,000
IMPROVED LIVING SERVICES	1/13/14	1/20/14	\$309,856	\$309,856
INFINITY CARE INC	12/23/13	1/6/14	\$380,128	\$380,128
INNOVATIVE COUNSELING(AUTISM)	12/12/13	2/4/14	\$72,700	\$72,700
INNOVATIVE SERVICES	12/20/13	12/30/13	\$14,001,200	\$14,001,200
INTERIM HEALTHCARE STAFFING	12/19/13	2/20/14	\$25,000	\$25,000
J & DEE INC.	1/29/14	2/5/14	\$1,821,000	\$1,821,000
JASMER AFH	12/5/13	12/16/13	\$13,608	\$13,608
KAKUK AFH	12/5/13	1/6/14	\$32,292	\$32,292
KCC FISCAL AGENT SERVICES	12/23/13	1/8/14	\$4,200,000	\$4,200,000
KCC SERVICES INC	12/23/13		\$2,000	\$2,000
KINDRED HEARTS	12/19/13	1/8/14	\$890,100	\$890,100
KLAPPER AFH	12/5/13	12/16/13	\$24,648	\$24,648
KLARKOWSKI AFH	12/5/13	2/5/14	\$43,260	\$43,260
KLECZKA-VOGEL AFH	12/5/13	12/30/13	\$77,376	\$77,376
KLEIN, DR. (AUTISM)	12/12/13	12/18/13	\$116,000	\$116,000
KPI INC	2/6/14	2/10/14	\$12,400	\$12,400
KUSKE AFH	12/5/13	12/16/13	\$25,692	\$25,692
LAD LAKE	12/20/13	1/6/14	\$34,500	\$34,500
LAKEWOOD ASSISTED LIVING	12/19/13	2/13/14	\$64,000	\$64,000
LAMERS BUS LINES, INC.	12/23/13	1/16/14	\$750,000	\$750,000
LANCASTER GARDENS	2/5/14	2/12/14	\$35,000	\$35,000
LAURENT AFH	12/5/13	1/6/14	\$50,352	\$50,352
LISKA, JOANN	1/9/14	1/29/14	\$10,012	\$10,012
LUND VAN DYKE INC	12/12/13	12/19/13	\$210,000	\$210,000
LUTHERAN SOCIAL SERVICES	1/13/14	3/3/14	\$667,020	\$667,020
LUTHERAN SOCIAL SERVICES-HOMME	12/20/13	2/12/14	\$48,000	\$48,000

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
MACHT VILLAGE PROGRAMS INC	12/20/13	2/12/14	\$1,000,000	\$1,000,000
MALONE AFH	12/5/13	12/11/13	\$26,544	\$26,544
MARLA VIST MANOR ASSISTED LIVING	1/9/14	2/10/14	\$129,404	\$129,404
MARTIN AFH	12/5/13	12/11/13	\$19,509	\$19,509
MATTHEWS SENIOR LIVING	1/9/14	1/20/14	\$202,380	\$202,380
MCCORMICK MEMORIAL HOME	12/23/13	12/30/13	\$198,484	\$198,484
MELOHN AFH	12/5/13	1/13/14	\$39,480	\$39,480
MILQUETTE AFH	12/5/13	12/11/13	\$22,344	\$22,344
MOMMAERTS RECEIVING HOME	12/5/13	12/19/13	\$19,710	\$19,710
MORAIN RIDGE LLC	1/27/14	2/4/14	\$200,000	\$200,000
MYSTIC ACRES LLC	12/30/13	1/22/14	\$70,812	\$70,812
MYSTIC CREEK LLC	12/30/13	1/22/14	\$147,525	\$147,525
MYSTIC MEADOWS LLC	12/30/13	1/22/14	\$139,057	\$139,057
NEMETZ AFH	12/5/13	12/11/13	\$71,744	\$71,744
NEW COMMUNITY SHELTER INC	12/11/13	12/30/13	\$40,000	\$40,000
NEW CURATIVE REHABILITATION	1/13/14	1/20/14	\$926,224	\$926,224
NEW PARTNERSHIP FOR CHILDREN & FAMILIES			\$24,200	\$24,200
NEW VISIONS TREATMENT HOMES OF WI, INC	12/19/13	1/6/14	\$42,000	\$42,000
NEW VIEW INDUSTRIES	12/12/13	3/13/14	\$43,240	\$43,240
NORTHWEST PASSAGE	12/19/13	1/20/14	\$67,500	\$67,500
ODD FELLOW REBEKAH HAVEN	12/19/13	12/30/13	\$140,000	\$140,000
OPTIONS LAB INC	12/20/13	1/6/14	\$43,240	\$43,240
OPTIONS TREATMENT PROGRAM	1/23/14	1/29/14	\$100,000	\$100,000
ORLICH AFH	12/5/13	1/6/14	\$95,854	\$95,854
OSTAPYUK AFH	12/18/13	1/13/14	\$46,320	\$46,320
PANTZLAFF AFH	12/5/13	1/6/14	\$24,840	\$24,840
PARAGON INDUSTRIES	2/6/14	3/3/14	\$721,464	\$721,464
PARENT TEAM	12/20/13	12/30/13	\$95,000	\$95,000
PARMENTIER AFH	12/5/13	12/11/13	\$94,067	\$94,067
PARTNERS IN COMMUNITY INTERVENTION LLC	2/20/14	3/3/14	\$25,000	\$25,000
PATIENT PINES	12/23/13	1/6/14	\$284,000	\$284,000
PHOENIX BEHAVIORAL HEALTH SERVICES	1/20/14	1/27/14	\$25,000	\$25,000
PNUMA HEALTH CARE	12/30/13	1/15/14	\$293,614	\$293,614
PRODUCTIVE LIVING SYSTEMS	1/9/14		\$768,452	\$768,452
RAVENWOOD BEHAVIORAL HEALTH	2/10/14		\$25,000	\$25,000
REHAB RESOURCES	2/6/14	2/13/14	\$85,600	\$85,600
REM-WISCONSIN II, INC.	1/23/14	2/10/14	\$1,335,480	\$1,335,480
RENNES ASSISTED LIVING CORP	12/30/13	1/6/14	\$75,000	\$75,000
RES-CARE WISCONSIN	12/19/13	1/22/14	\$19,344	\$19,344
ST. VINCENT HOSPITAL	2/10/14		\$168,376	\$168,376
SALDANA AFH	1/15/14	2/5/14	\$39,600	\$39,600
SCHAUMBURG, LAURIE	12/12/13	12/20/13	\$25,000	\$25,000
SCHULTZ AFH	12/5/13	12/11/13	\$107,772	\$107,772
SELTZER AFH	12/5/13	12/11/13	\$23,964	\$23,964
SKORCZEWSKI AFH	12/5/13	12/11/13	\$18,660	\$18,660
SLAGHT AFH	12/5/13	12/18/13	\$48,452	\$48,452
SMET AFH	12/5/13	1/10/14	\$54,257	\$54,257
SOUTHERN HOME CARE SERVICES	12/19/13	1/22/14	\$35,580	\$35,580
STARR/DINGER AFH	12/5/13	1/6/14	\$23,700	\$23,700
STEVENS AFH	12/5/13	1/6/14	\$19,509	\$19,509
TALBOT AFH	12/18/13	1/7/14	\$23,838	\$23,838
TANZI AFH	12/5/13	12/11/13	\$85,330	\$85,330

Agency	Contract Sent	Contract Returned	Original Contract Amount	Updated Contract Amount
TIPLER AFH	12/5/13	12/11/13	\$65,406	\$65,406
TREMPEALEAU	12/30/13	1/13/14	\$896,522	\$896,522
VALLEY PACKAGING INC.	12/18/13	1/6/14	\$10,386	\$10,386
VANLANEN RECEIVING HOME	12/5/13	1/8/14	\$19,710	\$19,710
VERBONCOUER AFH	12/30/13	1/8/14	\$32,166	\$32,166
VILLA HOPE				\$0
WARREN, JOHN MD	2/20/14	3/6/14	\$116,000	\$116,000
WAUSAUKEE ENTERPRISES	12/23/13	1/8/14	\$18,586	\$18,586
WILLOWCREEK AFH	1/30/14	1/31/14	\$445,136	\$445,136
WISCONSIN EARLY AUTISM PROJECT	12/12/13	12/20/13	\$360,000	\$360,000
WISCONSIN FAMILY TIES INC	2/20/14		\$26,000	\$26,000
ZAMBON AFH	12/5/13	12/11/13	\$22,932	\$22,932
ZIELKE, JON AFH	12/5/13	1/6/14	\$32,802	\$32,802
ZIESMER AFH	12/5/13	12/11/13	\$79,716	\$79,716
TOTAL			\$66,298,137	\$66,328,979
2013 Contracts Sent: 141				
2013 Contracts Returned: 77				

Brown County Human Services

TO: Human Service Committee Members

FROM: Lori Gauthier
Administrative Secretary

DATE: March 17, 2014

REQUEST FOR NEW NON-CONTINUOUS VENDOR			
VENDOR	SERVICES	DATE REQUESTED	DATE APPROVED
Kane, Annette	Mileage	1-20-14	
Rutter, Gail	Mileage	1-20-14	
Medication Management Partners, LLC	Medication	1-27-14	
Terminex	Services	2-4-14	
Universal Guardians, Inc	Guardianship Services	2-4-14	
Puroclean Property Restoration	Services	2-12-14	
The Loft AJT LLC	Rent	3/3/14	
Rock, Amy	Respite	3/4/14	

Brown County Human Services

TO: Human Services Committee Members

FROM: Lori Gauthier
Administrative Secretary

DATE: March 17, 2014

REQUEST FOR NEW VENDOR CONTRACT				
VENDOR	SERVICES	CONTRACT AMOUNT	DATE REQUESTED	DATE APPROVED
Cerebral Palsy of Mideast Wi	Respite	\$4,800	1-9-14	
Advocates Extension, LLC	SHC services	\$25,000	2-12-14	
Partners in Community Intervention	SHC services	\$25,000	2-12-14	
Bennin, Marilyn	Outreach	\$9,000	2-13-14	
Desotelle, Robert	Quality Assurance	\$7,500	2-12-14	



ADRC SUMMARY REPORT

Fiscal Year to Date 01/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	YTD		Budget - YTD		Prior Year YTD
			Transactions		Transactions		
REVENUE							
4100	General Property Taxes	753,639.00		.00	753,639.00		.00
4301	Federal Grant						
4301.IIIB	Federal Grant Title IIIB	160,446.00		25,384.00	135,062.00		14,312.00
4301.IIID	Federal Grant Title III-D	12,255.00		2,395.00	9,860.00		1,581.00
4301.IIIE	Federal Grant Title III-E	79,810.00		19,604.00	60,206.00		7,348.00
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	75,046.00		13,318.00	61,728.00		16,889.00
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00		1,283.00	2,517.00		380.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	66,557.00		3,254.00	63,303.00		.00
4301.IIIC1	Federal Grant Title III-C-1	391,949.00		12,336.00	379,613.00		31,750.00
4301.IIIC2	Federal Grant Title III-C-2	123,063.00		12,293.00	110,770.00		11,580.00
4301.ADRDMA	Federal Grant ADRC - MA	1,059,355.00		62,389.00	996,966.00		58,982.00
	4301 - Federal Grant Totals	\$1,972,281.00		\$152,256.00	\$1,820,025.00		\$142,822.00
4302	State Grant						
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00		5,852.00	27,586.00		2,991.00
4302.MED	State Grant Medicare Part D	13,112.00		1,453.00	11,659.00		1,290.00
4302.SCS	State Grant Senior Community Services	11,692.00		2,009.00	9,683.00		1,119.00
4302.ADRG	State Grant ADRC Grant	1,495,329.00		68,685.00	1,426,644.00		89,516.00
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00		8,459.00	76,131.00		7,211.00
4302.TRANS	State Grant Transportation s.85.21	509,466.00		.00	509,466.00		.00
4302.COPHDM	State Grant Home Delivered Meals	63,468.00		4,570.85	58,897.15		5,643.00
	4302 - State Grant Totals	\$2,211,095.00		\$91,028.85	\$2,120,066.15		\$107,770.00
4600	Charges and Fees						
4600.200	Charges and Fees Senior Classes	2,300.00		.00	2,300.00		115.00
4600.210	Charges and Fees Day Trips	14,500.00		140.00	14,360.00		85.00
4600.230	Charges and Fees Exercise Room	300.00		14.00	286.00		24.00
4600.250	Charges and Fees Newsletter	2,800.00		150.00	2,650.00		450.00
4600.300	Charges and Fees Veterans	2,000.00		.00	2,000.00		.00
4600.500	Charges and Fees Prevention	.00		250.00	(250.00)		305.00
4600.600	Charges and Fees Driver Escort	3,000.00		190.00	2,810.00		170.00
4600.610	Charges and Fees In-home Worker	900.00		72.00	828.00		167.00
4600.700	Charges and Fees Community Service	5,000.00		2,015.00	2,985.00		1,045.00
	4600 - Charges and Fees Totals	\$30,800.00		\$2,831.00	\$27,969.00		\$2,361.00

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ADRC SUMMARY REPORT

Fiscal Year to Date 01/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	YTD		Budget - YTD	
			Transactions		Transactions	Prior Year YTD
4601	Sales					
4601	Sales	600.00	.00		600.00	.00
4601.300	Sales Vending	800.00	35.70		764.30	56.65
4601.500	Sales Seroogy's	500.00	51.91		448.09	34.50
4601.800	Sales Raffle	100.00	.00		100.00	57.00
	4601 - Sales Totals	\$2,000.00	\$87.61		\$1,912.39	\$148.15
4900	Miscellaneous					
4900	Miscellaneous	650.00	294.69		355.31	20.07
4900.100	Miscellaneous Soda/Recycled Paper	1,600.00	117.76		1,482.24	72.00
4900.200	Miscellaneous Copy Machine	60.00	6.80		53.20	6.55
4900.300	Miscellaneous Parking Revenue	190.00	22.50		167.50	15.00
	4900 - Miscellaneous Totals	\$2,500.00	\$441.75		\$2,058.25	\$113.62
4901	Donations					
4901.100	Donations General	.00	644.82		(644.82)	230.00
4901.110	Donations Memorial/Restricted	40,000.00	10.00		39,990.00	.00
4901.200	Donations Coffee	600.00	30.00		570.00	30.32
4901.300	Donations Housing Units	11,660.00	.00		11,660.00	.00
4901.310	Donations Participants-Congregate Meals	94,569.00	4,002.23		90,566.77	2,737.50
4901.330	Donations Building	3,300.00	263.00		3,037.00	228.00
4901.410	Donations Medical Equipment	600.00	20.00		580.00	20.00
4901.520	Donations Home Delivered Meals	183,575.00	13,786.30		169,788.70	18,760.85
	4901 - Donations Totals	\$334,304.00	\$18,756.35		\$315,547.65	\$22,006.67
4905	Interest	2,800.00	53.46		2,746.54	63.51
	REVENUE TOTALS	\$5,309,419.00	\$265,455.02		\$5,280,177.98	\$275,284.95

EXPENSE

Regular Earnings

5100	Regular Earnings	2,213,213.00	92,867.19		2,120,345.81	90,047.18
5100.998	Regular Earnings Budget Only	41,276.00	.00		41,276.00	.00

5100 - Regular Earnings Totals

5102	Paid Leave Earnings					
5102	Paid Leave Earnings	14,581.00	13,014.76		1,566.24	14,879.65
	5102 - Regular Earnings Totals	\$2,254,489.00	\$92,867.19		\$2,161,621.81	\$90,047.18

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Account	Account Description	Amended		YTD		Budget - YTD	
		Budget	Transactions	Transactions	Prior Year YTD	Transactions	Prior Year YTD
5102.100	Paid Leave Earnings Reimbursement	.00		.00	(26.20)	.00	
	5102 - Paid Leave Earnings Totals	\$14,581.00	\$13,014.76	\$1,566.24	\$14,853.45		
5110	Fringe Benefits						
5110	Fringe Benefits	2,699.00	.00	2,699.00	.00		
5110.100	Fringe Benefits FICA	163,741.00	7,537.42	156,203.58	7,229.48		
5110.110	Fringe Benefits Unemployment Compensation	13,643.00	1,734.10	11,908.90	1,934.60		
5110.200	Fringe Benefits Health Insurance	459,610.00	23,237.98	436,372.02	30,353.59		
5110.210	Fringe Benefits Dental Insurance	38,508.00	2,140.91	36,367.09	2,778.94		
5110.220	Fringe Benefits Life Insurance	791.00	14.48	776.52	26.90		
5110.230	Fringe Benefits LT disability insurance	7,655.00	609.23	7,045.77	571.60		
5110.300	Fringe Benefits Retirement	171,706.00	7,735.00	163,971.00	8,036.90		
	5110 - Fringe Benefits Totals	\$858,353.00	\$43,009.12	\$815,343.88	\$50,932.01		
5198	Fringe Benefits - Budget Only	3,096.00	.00	3,096.00	.00		
5300	Supplies						
5300	Supplies	2,550.00	.00	2,550.00	293.51		
5300.001	Supplies Office	16,000.00	961.75	15,038.25	870.38		
5300.002	Supplies Kitchen	25,500.00	1,443.82	24,056.18	2,035.58		
5300.004	Supplies Postage	18,000.00	197.80	17,802.20	.00		
5300.100	Supplies Caregiver	3,500.00	.00	3,500.00	.00		
5300.200	Supplies Program Operations	15,000.00	.00	15,000.00	1,071.00		
5300.400	Supplies Equipment	14,400.00	14.23	14,385.77	.00		
5300.410	Supplies Medical Equipment	3,200.00	.00	3,200.00	19.44		
5300.510	Supplies Prevention	2,800.00	1,512.40	1,287.60	.00		
	5300 - Supplies Totals	\$100,950.00	\$4,130.00	\$96,820.00	\$4,289.91		
5304	Printing	4,000.00	.00	4,000.00	.00		
5305	Dues and Memberships	2,800.00	295.00	2,505.00	480.00		
5306	Maintenance Agreement						
5306.100	Maintenance Agreement Software	44,077.00	2,144.28	41,932.72	14,763.96		
	5306 - Maintenance Agreement Totals	\$44,077.00	\$2,144.28	\$41,932.72	\$14,763.96		
5307	Repairs and Maintenance						
5307.300	Repairs and Maintenance Buildings	18,237.00	806.57	17,430.43	1,111.98		
5307.301	Repairs and Maintenance Atrium	1,763.00	.00	1,763.00	132.82		



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Account	Account Description	Amended		YTD		Budget - YTD	
		Budget	Transactions	Transactions	Prior Year YTD	Transactions	Prior Year YTD
5307.400	Repairs and Maintenance Equipment	11,490.00	.00			11,490.00	289.73
	5307 - Repairs and Maintenance Totals	\$31,490.00	\$806.57			\$30,683.43	\$1,534.53
5311	Marketing	2,000.00	199.92			1,800.08	611.52
5313	Recruitment	2,000.00	.00			2,000.00	.00
5314	Background Check	750.00	.00			750.00	35.00
5320	Rental	12,398.00	1,470.00			10,928.00	1,449.00
5330	Books, Periodicals, subscriptions	3,000.00	604.63			2,395.37	123.44
5331	Newsletter	1,500.00	.00			1,500.00	.00
5340	Travel	8,800.00	.00			8,800.00	49.29
5341	Training	12,200.00	469.00			11,731.00	38.18
5366	Volunteer Expense						
5366	Volunteer Expense	2,000.00	16.89			1,983.11	.00
5366.110	Volunteer Expense Mileage	35,034.00	381.03			34,652.97	1,513.04
	5366 - Volunteer Expense Totals	\$37,034.00	\$397.92			\$36,636.08	\$1,513.04
5367	Wellness	.00	90.00			(90.00)	120.00
5369	Community Service						
5369.300	Community Service Incentive	1,200.00	625.00			575.00	675.00
	5369 - Community Service Totals	\$1,200.00	\$625.00			\$575.00	\$675.00
5390	Miscellaneous						
5390.100	Miscellaneous Soda	4,500.00	.00			4,500.00	.00
5390.200	Miscellaneous Coffee	.00	45.58			(45.58)	235.48
5390.300	Miscellaneous Vending	.00	125.85			(125.85)	86.42
	5390 - Miscellaneous Totals	\$4,500.00	\$171.43			\$4,328.57	\$321.90
5392	Service Fees	4,500.00	251.69			4,248.31	214.92
5395	Equipment - nonoutlay						
5395	Equipment - nonoutlay	7,500.00	.00			7,500.00	.00
5395.410	Equipment - nonoutlay Medical	.00	.00			.00	139.90
5395.420	Equipment - nonoutlay Technology	12,061.00	.00			12,061.00	.00
5395.900	Equipment - nonoutlay Board Approved	8,000.00	.00			8,000.00	.00
	5395 - Equipment - nonoutlay Totals	\$27,561.00	\$0.00			\$27,561.00	\$139.90
5410	Insurance						
5410.105	Insurance Volunteer	2,600.00	.00			2,600.00	.00



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Account	Account Description	Amended		Budget - YTD		Prior Year YTD
		Budget	YTD Transactions	Transactions		
5410.110	Insurance 331 S Adams	1,350.00	.00	1,350.00	.00	
5410.115	Insurance 403 (B) Liability	167.00	.00	167.00	166.67	
	5410 - Insurance Totals					
5500	Utilities	\$4,117.00	\$0.00	\$4,117.00	\$166.67	
5505	Telephone	25,000.00	2,850.81	22,149.19	2,513.59	
5600	Indirect Cost	2,300.00	.00	2,300.00	154.22	
	County Services	77,883.00	.00	77,883.00	.00	
5601.100	County Services Information Services	167,480.00	.00	167,480.00	.00	
5601.200	County Services Insurance	11,668.00	.00	11,668.00	.00	
5601.400	County Services Copy Center	2,200.00	.00	2,200.00	.00	
5601.500	County Services Facilities	15,000.00	.00	15,000.00	.00	
	5601 - County Services Totals	\$196,348.00	\$0.00	\$196,348.00	\$0.00	
5700	Contracted Services					
5700.080	Contracted Services Temp Agencies	.00	666.00	(666.00)	.00	
5700.100	Contracted Services Curative Site Manager	27,139.00	2,541.00	24,598.00	2,541.00	
5700.110	Contracted Services DePere Site Manager	38,819.00	.00	38,819.00	.00	
5700.200	Contracted Services Senior Aide	7,500.00	.00	7,500.00	.00	
5700.210	Contracted Services Day Trips	.00	1,659.00	(1,659.00)	.00	
5700.300	Contracted Services Veterans Programming	7,000.00	191.75	6,808.25	.00	
5700.600	Contracted Services Older Americans Program	356,879.00	29,990.00	326,889.00	29,990.00	
	5700 - Contracted Services Totals	\$437,337.00	\$35,047.75	\$402,289.25	\$32,531.00	
5701	Transportation					
5701.001	Transportation Management	.00	28.43	(28.43)	31.31	
5701.100	Transportation Red Cross	326,933.00	.00	326,933.00	25,585.00	
5701.200	Transportation Curative	190,982.00	15,386.00	175,596.00	15,386.00	
5701.300	Transportation Dept of Human Services	61,551.00	.00	61,551.00	.00	
5701.500	Transportation Salvation Army	9,900.00	.00	9,900.00	.00	
5701.600	Transportation Driver Escort	12,000.00	.00	12,000.00	292.19	
5701.700	Transportation Oneida	3,600.00	900.00	2,700.00	900.00	
	5701 - Transportation Totals	\$604,966.00	\$16,314.43	\$588,651.57	\$42,194.50	
5714	Accounting and Auditing	7,750.00	.00	7,750.00	.00	
5725	Food Service	526,517.00	(191.75)	526,708.75	36,178.34	
5751	Administrative Fees					



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Account	Account Description	Amended	YTD	Budget - YTD		Prior Year YTD
		Budget	Transactions	Transactions		
5751.001	Administrative Fees Miscellaneous	4,358.00	.00	4,358.00		169.00
	5751 - Administrative Fees Totals	\$4,358.00	\$0.00	\$4,358.00		\$169.00
5784	Interpreter Services	3,000.00	125.00	2,875.00		.00
5850	Contribution	2,000.00	107.00	1,893.00		.00
5905	Lease Payments	8,750.00	583.00	8,167.00		583.00
	EXPENSE TOTALS	\$5,331,605.00	\$215,382.75	\$5,116,222.25		\$296,682.55
	Grand Totals					
	REVENUE TOTALS	5,309,419.00	265,455.02	5,043,963.98		275,284.95
	EXPENSE TOTALS	5,331,605.00	215,382.75	5,116,222.25		296,682.55
	Grand Totals	(\$22,186.00)	\$50,072.27	(\$72,258.27)		(\$21,397.60)

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